



City of Phoenix

Fire Department
Fire Prevention

Special Event Outdoor Assembly Operational Permit Application

Special Event Outdoor Assembly (F400)

\$450

An operational permit is required to conduct an outdoor assembly event where planned attendance exceeds 500 persons, or where 50 or more persons confined by temporary fencing or barriers.

Special Event Late Fee: Application and payment must be submitted 10 City of Phoenix business days in advance of the event start.

Number of Days Late _____ X \$25 = _____

Total Permit Fee = _____

Please complete all portions of this application to include the supporting documentation required on page 2, payment and the Crowd Manager Application. Missing or blank applications will be considered incomplete and rejected.

Event and Applicant Information			
Name of Event			
Event Venue			
Event Address			
Dates & Time of Operations	Start Date & End Date		Start Time & End Time
Inspection Date & Time Request	Date	Time	Event/activity must be completely setup and ready for inspection
Applicant (Responsible for Fees)	Name		Phone
Email			
Onsite Contact	Name		Phone
Email			

Application Submission Options:

- Email: pfd.specialevents@phoenix.gov - Staff will reply with link for payment after application review
- Postal mail to the address below
- Submitted in person weekdays 8 am to 4 pm at the address below

For permit questions or to speak to a Fire Inspector call: 602-262-6771
For more information see www.phoenix.gov/fire/prevention



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State law (A.R.S. § 9-835(D)) requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for review and processing. The following required information shall be provided with the application.

Administrative log-in City staff reviewer shall check the boxes with a (Provided) or (Not provided)

Site Map identifying the following:

- Locations and widths of exits and aisles
- Location and arrangement of all booths, tents and cooking equipment
- Location and design documents of any multiple-level booths
- Location of all fences and barriers
- Location of any stages
- Completed Crowd Manager Form, if applicable

Per the requirements of State law, this permit application is:

- Accepted as Administratively Complete.
- Deficient, items marked above are required for plan acceptance.

Contact staff below for questions regarding the Administrative Log-In Review Screening.

Staff Signature: _____ Date: _____

This Administrative Review is valid for 180 days from the date of acceptance.



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Public Assembly Event Crowd Management Requirements

This notice is intended to assist our customers, venues, and partners with the requirements for Trained Crowd Managers.

Public Assemblies, whether indoor venues or outdoor events, can present safety challenges that inherently exist with large crowds. On November 28, 1942, 492 people lost their lives at the Cocoanut Grove Night Club fire in Boston and on July 6, 1944, 168 people were killed in a Ringling Brothers and Barnum & Bailey circus tent fire in Hartford. Most recently on November 5, 2021, 10 people lost their lives and a large number were injured at the Outdoor Astroworld Festival in Houston. All these tragedies share a common factor, they all occurred in a public assembly type venue or event. The Fire Code places stringent requirements on assembly venues due to their challenging life safety profiles. One of these requirements is the need for Trained Crowd Managers.

There are two parts to a Trained Crowd Manager's training; first is a general safety overview and assembly hazards class. This class helps inform the individual of common fire code violations to look for, possible hazards they may encounter, crowd behavior and response, assisting with egress and crowd control techniques, and general emergency procedures in the event of an incident. The second, is a venue or site-specific briefing and walkthrough provided to the crowd manager when they arrive onsite for duty. This training includes understanding crowd management, understanding methods of evacuation at the venue, being familiar with the facility evacuation plan, being familiar with the emergency response procedures, and understanding procedures for reporting emergencies. Crowd managers may be venue or event employees, or security guard type staff. However, the crowd manager must be able to conduct their life safety required activities in the venue or event and not be assigned duties that remove or obstruct them from their assigned areas and responsibilities.

The Phoenix Fire Code requires all indoor assembly occupancies with an occupant load greater than 500 persons (*exception is occupancies used exclusively for religious worship with an occupant load not exceeding 1,000 persons*) and outdoor events with an occupant load of 1,000 or more, to be provided with Trained Crowd Managers. There must be one Trained Crowd Manager for every 250 occupants based on the venue or event's occupant load, not anticipated attendance.

At time of application for an assembly or special event in line with the above occupant load requirements, the "Trained Crowd Manager" form must be completed and submitted with the event application. This form will identify the number of crowd managers the venue will have with the agency or organization that provided their training. Applications omitting this form, or an incomplete form, will result in the application being denied and resubmittal required.

A handwritten signature in black ink, appearing to read "John Mertens".

John Mertens
Fire Marshal
Phoenix Fire Department



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Crowd Manager Application

Trained crowd managers are required to be submitted with Special Event Outdoor Assembly applications when the event expects 1,000 or more persons and/or if the event site is 10,000 square feet or greater.

Name of Event	
Event Venue	
Event Address	
Dates & Time of Operations	
Responsible Party	
Responsible Party Phone Number	
Responsible Party Email Address	

Trained Crowd Manager Type		
Security <input type="checkbox"/>	Event Staff <input type="checkbox"/>	Other <input type="checkbox"/>
List Other:		
Training Type		
Employer Program * <input type="checkbox"/>	International Code Council or International Fire Chief's Assoc. <input type="checkbox"/>	IAVM (International Association of Venue Managers) <input type="checkbox"/>
Other <input type="checkbox"/>	List Other:	

* Additional information relating to the program may be requested during the plan review process

There must be 1 Trained Crowd Manager for every 250 occupants based on the venue's occupant load.

** Please note that once an official occupant load is calculated, the required number may change.

If you do not know your established occupant load, leave blank and your plan review Inspector will calculate and provide the number and required number of crowd managers when the plans are approved.

Occupant Load	Number of required Trained Crowd Managers	STAFF USE ONLY Verified Number Required
	Divide by 250	