



Temporary Indoor Building Use Permit

(Development Services Department)

&



Temporary Place of Assembly Permit

(Phoenix Fire Department)

Packet Information Includes:

- Explanation of Temporary Indoor Building Uses – (the) Overall Multiple Department Process
- Applicant's Temporary Indoor Building Use – Due Diligence and Pre-Submittal Checklist
- Applicant's Temporary Indoor Building Use – Event Approvals Application Form
- Explanation of Development Service's Temporary Indoor Building Use (TIBU) Permit
- Copy of Development Services Department's Commercial Permit Application
- Copy of Fire Department's (temporary place of) Assembly Permits Application
- Applicant's Temporary Indoor Building Use – Additional Process, Permits and Licenses Checklist

Questions:

- Zoning Requirements, Planning Department: 602-262-7131
- Building Safety Requirements, Development Services Department: 602-262-7811
- Fire Department Requirements: 602-534-3474, or 602-262-6771

Governing Code Sections:

- 2006 Phoenix Building Construction Code Administrative Provisions with Phoenix Amendments; Section 107 (<http://phoenix.gov/DEVPRO/bldproc2.html>)
- 2006 International Fire Code with Phoenix Amendments; Section 105 and Chapter 17 (<http://phoenix.gov/FIRE/codes.html>)
- City of Phoenix Zoning Ordinance; Section 708 (<http://phoenix.gov/PLANNING/zonord.html>)

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 voice or (602) 534-5500 TTY.



The purpose of this handout is to guide the applicant through the City's approval and permit process for temporary indoor building (assembly) uses that exceed 49 occupants (people). An overview of the various steps and City Departments the applicant is responsible to contact is outlined below. The entire City process may take an estimated 3 weeks to 3 months; the longer timeframe is dependant on whether a Use Permit or Temporary Use Permit from the Planning Department is required for the event and if necessary information is accurately and timely provided.

WHEN IS A PERMIT REQUIRED?

If the applicant is planning an event in a building that exceeds 49 occupants (people) that does not have a Certificate of Occupancy (COFO) indicating 'assembly', approval and permits will be necessary from the City. Permit history for buildings in Phoenix may be researched on the 2nd Floor of City Hall.

DETERMINING WHO YOU NEED TO TALK TO.

The applicant will need to talk with various city departments that include the Planning Department, Development Services Department (DSD) and Phoenix Fire Department (PFD). Planning Department and DSD are located at Phoenix City Hall, 200 West Washington Street, and the Phoenix Fire Department is located at 150 South 12th Street. A copy of the floor plan prepared from information required on the TIBU pre-submittal checklist must accompany applicant for the three steps outlined below.

STEP 1: (Zoning – Planning Department, 6th Floor of City Hall) First, the applicant will need to talk to the Planning Department Zoning Counter staff to determine if the location for the temporary use and related activities are permitted by the Zoning Ordinance. Staff will determine if the use is allowed and if one of the following is required:

- a. **Use Permit or Temporary Use Permit.** This is a public hearing process with required public notification and fees; additional information regarding this process may be found online (under 'Use Permit') at <http://phoenix.gov/PLANNING/zonuse.html>. This process and approval must be completed prior to proceeding with steps 2 and 3 and may take up to 120 calendar days after the submittal is made.
- b. **Temporary Permit (Over-the-Counter).** This is an over the counter permit issued by the Planning Department (must be applied for in person). This permit must be obtained prior to proceeding with steps 2 and 3. For more information on zoning temporary uses refer to section 708 of the Phoenix Zoning Ordinance, which may be found online at <http://www.municode.com/>.

STEP 2: (Building Safety Permits – DSD, 2nd Floor of City Hall) A **Temporary Indoor Building Use (TIBU) permit** must be obtained from DSD. Refer to the self titled handout for further information. A copy of the permit submittal form may be found online at <http://phoenix.gov/DEVPRO/bldplnrw.html>.

Additional building safety permits for generators, bleachers, and stages will also be addressed at this step. You will need to submit engineered structural plans and calculations for bleachers and stages. The DSD permit must be obtained prior to the Fire Department accepting a "Temporary Place of Assembly Permit" submittal.

STEP 3: (Fire Permit – PFD, 150 South 12th Street) After completing steps one and two, a separate request for a **Temporary Place of Assembly Permit** must be obtained and submitted at least 10 working days prior to the event from the Fire Department. A copy of the submittal form is included or may be found online at <http://phoenix.gov/FIRE/AssemblyApp.pdf>.

Once both DSD and PFD permits have been issued, the project must comply with all stipulations for both DSD and PFD permits. The applicant must call for inspections prior to the start of the event from both DSD and PFD.

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The purpose of this pre-submittal checklist is to assist the applicant in assembling information that city staff will need for approvals and permits. The applicant is strongly advised to complete this step before signing any leases and / or agreements, so it can be verified if the use is an allowed use and which code requirements apply.

- Determine if there are any zoning limitations or requirements that may restrict the proposed event (Step 1 from previous sheet). This information may be obtained at the Planning Department Zoning Counter (6th Floor of City Hall).
- Research building permit history to determine occupancy for the proposed event location. The applicant may obtain copies of previous permits and any applicable certificate of occupancies (COFO's) at Development Services Department (DSD) records counter (2nd Floor of City Hall). The applicant should obtain copies of any certificate of occupancies found in records.
- Compile detailed information regarding the type and duration of event being proposed. (INFO will be necessary for City Staff Review)
- Determine the total number of occupants (people – including service personnel) attending the event.
- Confirm if the proposed event building has fire sprinkler system, fire alarm system, and / or emergency exiting lighting.
- Create a scalable floor plan of the building with event layouts and area uses labeled (aisle ways, tables, stage location, generators, bathrooms, etc). Be sure to accurately depict the floor layout of the proposed event. The floor plan should take into account whether the following are proposed and where they will be located:
 - Show necessary building requirements outlined on the TIBU information and threshold handout based on number of occupants/people at event.
 - Determine if generators will be needed for the event.
 - Determine if interior finishes / decorations are proposed for the event. If so, provide a list of the proposed finishes, decorations and/or props.
 - Determine if any stages are proposed for the event.
 - Determine if cooking areas (other than existing kitchens) are proposed. The location of heating source must be noted on the floor plan layout (examples: gas, propane). These areas may not be located in a building, and must be 10 feet away from building (including eaves) and 4 feet from vehicles.
 - Determine if tents and other temporary structures are proposed.
- Determine if any type of open flame, pyrotechnics, or fireworks are proposed at the event.
- Determine if valet parking arrangements are proposed for the event.
- Determine if any event security is proposed for the event.

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Note: The applicant and Fire Department to keep copy of this form for records

Please indicate the number of event per current calendar year: _____

Event Name: _____ Number of Occupants: _____

Applicant's Name: _____ Phone: _____

Applicant Address: _____ City: _____ State: _____ Zip: _____

Event Contact: _____ Phone: _____

Address of Building / Event: _____

Proposed Type of Event Planned: _____

Event Date(s): _____ Duration/Time: _____

STEP 1: ZONING

Decision: Approved Approved with Stipulations Denied
 Requires: Temporary Permit Temporary Use Permit Use Permit (Sec: _____)
 Outdoor Cooking, if proposed: Allowed Denied N/A

Planning Department Representative Date

Notes to DSD / PFD Staff: _____

STEP 2: BUILDING SAFETY PERMITS

Temporary Indoor Building Use Permit required: Yes No
 If Yes, TIBU permit includes:
 Generators: Yes No Bleachers: Yes No Stage: Yes No
 Additional Permit(s): _____
 Historic Preservation approval received, if required: Yes No N/A
 DSD Permit: TIBU _____

Development Services Representative Date

STEP 3: FIRE DEPARTMENT PERMITS

Temporary Place of Assembly Permit required: Yes No
 If required, include the following:
 Completed Fire Department Application Copy of Planning Department Permit(s)
 Copy of DSD Temporary Indoor Building Use Permit Copy of Approved Site Plan / Floor Plans
 Copy of this Checklist
 Additional Fire Department Permits:
 Use of Fireworks or Pyrotechnics Use of Open Flame, Hot-Works or Open Burn
 Other(s): _____

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The purpose of this document is to outline the eligibility of buildings and applicability of Phoenix Building Codes for structures in which temporary indoor ‘assembly’ uses are proposed without obtaining a permanent change in occupancy (use of building) which would necessitate in a new Certificate of Occupancy (COFO).

CHANGE OF (Building) OCCUPANCY:

Per adopted 2006 International Building Code with Phoenix Amendments, all structures that do not have a valid Certificate of Occupancy (COFO) for assembly may not have ‘assembly’ uses which exceed an occupant level of 49 people without first obtaining a Certificate of Occupancy (COFO) for assembly. To obtain a new COFO, changes of occupancy require improvements, permits and inspections to verify code compliance with the new occupancy classification. Examples of typical improvements include, but are not limited to items such as sprinkler systems, accessible bathrooms, additional exits and electrical upgrades.

TEMPORARY USES:

Section 107 of the 2006 Phoenix Building Construction Code Administrative Provisions allows the use of structures (buildings) for temporary purposes, regardless of existing occupancy. To allow temporary uses in structures, a “Temporary Indoor Building Use” (TIBU) permit must be obtained for the building prior to the assembly event. **Unless further restricted by zoning limitations (see step 1), a structure may only be used for maximum of twelve (12) 48 hour events per calendar year from thresholds 1, 2 or 3 through the TIBU permit process, as outlined in this handout.**

The number of occupants (people) at the event will determine the necessary minimum life safety and building code requirements. The first three thresholds below are based on an occupant (people) level. The fourth threshold is for structures where more than 12 events per calendar year will be held. Anyone wishing to hold more temporary (indoor) use events than prescribed above in a structure will need to submit the necessary construction plans for a change of occupancy to assembly. If the structure / facility falls into the Threshold Four category contact the Phoenix Building Official (602-262-7811) or Phoenix Fire Marshall (602-262-6771) as soon as possible.

- All buildings with historic designation (HP) must receive Historic Preservation approval prior to obtaining the DSD “Temporary Indoor Building Use” Permit.
- Buildings with multiple stories or floors may require additional review and permitting.
- **At the building’s 8th event** – a meeting with the applicant and both the Fire Department and the Building Official (or designee) shall be scheduled to discuss desired direction of building in terms of temporary uses.

THRESHOLDS and MINIMUM CODE REQUIREMENTS:

The following thresholds, based on occupant level and frequency, determine the minimum level of life safety code requirements that must exist in a building for a temporary ‘assembly’ use. The occupant load thresholds were determined by using the 2006 International Building Code (IBC) with Phoenix Amendments Sections: IBC 1015 and 1005. All fire code requirements noted below are from the 2006 International Fire Code (IFC) with Phoenix Amendments.

- Permits for the first three thresholds may be issued over the counter if all necessary information is provided. Depending on the scope of work, sealed permit drawings may not be required. Upon issuance of the permit, both the TIBU permit and the maximum occupancy load must be posted in a location visible to the public.
- Fee for the TIBU permit will include \$150 staff counter review fee (**BSCOTHPR**), plus \$150 per each inspection discipline necessary (**BSCINSP**); Structural, Electrical, Plumbing and Mechanical.
- Inspection requests scheduled within two (2) hours before or after normal city business hours are \$150 pr hour, minimum two hours request (BSAPTR#R2).
- Inspection requests scheduled more than two (2) hours before or after normal city business hours or on the weekends/holidays are \$150, minimum three (3) hours request (BSAFTRHR3).

The following minimum code requirements must be shown on a scalable floor plan:

1. **Threshold One:** Temporary indoor use events with 50 to 299 occupants:

Floor Plan Review of 50 to 299 occupants includes:

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- Proposed / actual occupant total – provided by applicant.
 - Exiting analysis to include:
 - Provide a minimum of two (2) separated exits (IBC 1015); travel distance (IBC 1014 and 1016).
 - Provide panic hardware or push/pull doors (IBC 1008.1.9); or remove hardware and provide correct direction of swing.
 - Provide door swing in direction of travel (IBC 1008.1.2).
 - Provide emergency lighting via battery power minimum (IBC 1006).
 - Provide exit signs internal or externally illuminated (IBC 1011).
 - Provide restrooms to accommodate proposed occupant load:
 - Provide combination of existing facilities, port-a-johns with a minimum 1 per 200 occupants sanitation stations, or comfort stations.
 - Provide based on ratio of 1 per 75 occupants (people) for both men’s and women’s (IBC Table 2902.1 and AZ Statue R9-8-306).
 - Accessibility to include:
 - Provide one “no-step” accessible entrance: door width, threshold, level landing on each side and ramps as needed (IBC 107.2; minimum required by Building Official)
 - Provide a “no-step” accessible route to the area of primary function (IBC 107.2; min required by Building Official).
 - Provide an accessible toilet room (existing or portable unit); if multiple portable toilet rooms are clustered at a single location, 5% must be accessible {IBC 107.2; minimum required by Building Official; and ADAAG sec. 4.1.2 (6)}.
 - Provide information concerning interior decorations and finishes /combustibles (IBC Chapter 8 and 26).
 - Provide evacuation plan (IFC 404.3).
2. **Threshold Two:** Temporary indoor use events with 300 to 450 occupants.
Review of 300 to 450 occupants includes, in addition to all items outlined in 1:
- Exiting analyses – provide a minimum of three (3) separated exits (IBC 1015); travel distance (IBC 1014 and 1016).
 - Provide Fire Watch (IFC 113).
3. **Threshold Three:** Temporary indoor use events with 451 + occupants.
Review of 451 + occupants includes, in addition to all items outlined in 1 and 2:
- Exiting analyses – provide a minimum of four (4) separated exits (IBC 1015); travel distance (IBC 1014 and 1016).
 - Provide fire alarm system (IFC 907) or monitored fire sprinkler system (IFC 903.4).
4. **Threshold Four:** Temporary indoor use events within buildings with more than 49 occupants, that exceed the 12 events per calendar year are no longer deemed temporary and must obtain the correct new occupancy classification to continue event operations.

Upon confirmation that the “event” building will hold more than the allowed 12 (48 hour maximum) events per calendar year, a “Provisional Temporary Assembly Use Agreement” (CMOD to Sec 107), must be obtained from and approved by the City of Phoenix Building Official and Fire Marshal. This agreement is essentially a phased change of occupancy agreement. An application review fee of \$360 (**MODIFYCOM**) will be required.

This signed and notarized agreement may allow additional special events within a time period to be determined per agreement (maximum 12 months), as the required submittals and building improvements are completed to change the permanent occupancy of the building.

Examples of required submittals and building improvements are as follows:

- All items outlined in thresholds 1, 2 and 3.
- Submittal of building safety plans for complete change of occupancy for assembly. Depending on the project and scope of work, this submittal may be phased as agreed to by the Building Official and Fire Marshal (example: initial submittal of exiting analysis and occupant load).
- Installation of required life safety systems (examples: alarm system, sprinkler system, etc).
- Additional code requirements and/or plan submittals may be required based on specific building characteristics and code analysis.

- All civil, site and traffic requirements must be met under separate reviews and submittals. These submittals are assigned to site development review staff in Development Services Department.

A project that is unable to comply with the improvements within the prescribed time frame above may file a joint appeal / modification of the **Provisional Temporary Assembly Use Agreement** for consideration of the City of Phoenix Building Official and Fire Marshal. While under threshold four, building must still obtain all three (3) step approvals (Planning, Development Services and Fire Departments).

Definitions:

Commercial Building Permit Submittal Checklist: This is the checklist of requirements for a commercial building permit, which can be found online at <http://phoenix.gov/DEVPRO/commbldgchk.pdf>.

Development Service Department (DSD): This department enforces building codes and other development related ordinances by reviewing building, site and civil construction plans for compliance, issuing permits, inspecting construction and issuing a certificate of completion or occupancy.

Event: For the purposes of this process, an event is defined as a gathering of people that exceeds 49 occupants in a building where the floor plan is changed to accommodate the event or where the use is not an extension of the existing occupancy (example book signing event at book store with 'retail occupancy').

Phoenix Building Codes (PBCC): <http://phoenix.gov/DEVSERV/index.html>

Phoenix Fire Department (PFD): <http://phoenix.gov/FIRE/index.html>

Phoenix Fire Prevention Division: <http://www.phoenix.gov/fire/fireprevention.html>

Phoenix Planning Department: <http://phoenix.gov/PLANNING/index.html>

Provisional Temporary Assembly Use Agreement: Phased change of occupancy plan submittal requirements as approved by City of Phoenix Fire Marshall and Building Official.

Occupancy: This refers to the occupancy classification of a building or structure per the PBCC. Examples include Type B (business/office), M (mercantile), A (assembly), etc; per Chapter 3 of the 2006 International Building Code with Phoenix Amendments.

Temporary Place of Assembly Permit (Fire Department): A fire permit allowing an indoor event with an occupancy exceeding 49 people for buildings that do not have a valid certificate of occupancy for assembly; per Section 105, Chapter 17 and Fees.

Temporary Indoor Building Use (TIBU) Permit (DSD): A building permit allowing an indoor event with an occupancy exceeding 49 people for buildings that do not have a valid certificate of occupancy for assembly. Temporary use and structures are governed by Section 107 of the Phoenix Building Construction Code Administrative Provisions.

Temporary Use Permit (Planning Department): A temporary use permit is a request to allow a use which is permitted by the Zoning Ordinance provided that the use will not cause an adverse impact on adjacent property or properties in the area; Section 708. The Zoning Administrator must find two (2) conditions exist in order to rule favorably on a use permit request. The burden of proof is with the applicant and the granting of a use permit is at the Zoning Administrator's discretion. More information can be found online at <http://phoenix.gov/PLANNING/zonuse.html>.

Temporary Event Permit (Planning Department): Over the counter permit for temporary uses and / or structures not permitted in non-residential zoning district; per Section 708 of Phoenix Zoning Ordinance.

Special Event Application (Parks Department): A special event application is for an event or function that occurs in public right-of-way or at public park property, owned by the City of Phoenix. For more information please visit: <ftp://www.phoenix.gov/pub/PARKS/eventap1.pdf>.

Use: This refers to the type of activity in a commercial unit/space. Examples include bar, office, medical office, retail, restaurant, spa, etc.

Use Permit (Planning Department): A use permit is a request to allow a use which is permitted by the Zoning Ordinance provided that the use will not cause an adverse impact (for example, significant increase in vehicular or pedestrian traffic in adjacent residential areas; emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding ambient conditions; contribution in a measurable way to the deterioration of the area or contribution to the lowering of property values) on adjacent property or properties in the area. The Zoning Administrator must find two (2) conditions exist in order to rule favorably on a use permit request. The burden of proof is with the applicant and the granting of a use permit is at the Zoning Administrator's discretion. More information can be found online at <http://phoenix.gov/PLANNING/zonuse.html>.

Variance (Planning Department): A variance is a request to allow a deviation from a development standard required by the Zoning Ordinance. The Arizona State Statutes and the Zoning Ordinance require that four (4) conditions must be met by the subject property for a variance to be approved. The Zoning Administrator must find that these four (4) conditions exist on the subject property to rule favorably on a variance request. It is the burden of the applicant to prove his or her case. More information can be found online at <http://phoenix.gov/PLANNING/zonvaria.html>.



Date: _____ Project Address: _____

Lot#: _____ Tract# _____ Bldg# _____ Floor _____ Suite/Space# _____

Project Area: _____ Project Valuation: _____

Description of Work:

Owner Information:

Owner/Business Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Contact Person: _____ Phone: _____ Fax: _____

Contractor Information:

Business Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Contact Person: _____ Phone: _____ Fax: _____

Local Business (Phoenix PLT) #: _____

State Tax #: _____ State License Class and Number (ROC): _____

Applicant Signature:

Check One: Owner Contractor Other _____

X: _____ Print Name: _____

Company Name: _____ Phone: _____ Fax: _____

-----Staff Use Only ----- Initials: _____

Genealogy subject/sibling: _____

Permit Type: _____ Permit Number: **T** _____ Permit Name: _____

Project Number: _____ CITA Yes No C Of O Yes No

Census: _____ Qtr Sec: _____ Cncl Dist: _____ Zoning: _____

Units: _____ Highest Pt of Struct: _____ Occupancy: _____ Construction Type: _____

Structure Class: _____ Permit Footage: _____ Bldg Footage: _____ Not Req Unknown

Total Valuation: _____ Scope Code: _____ Energy: Arch Mech Elec

Checklist: Bldg Plans Specification Calculations Soils Report Special Inspection Certificate

Sprinkler: Yes NFPA13-Comm NFPA13R-Res to 4-story No Unknown

Fire Alarm: Yes Sprinkler Monitored Evacuation-Audible/Visual No Unknown

Emergency Lights: Yes No Unknown Public: Yes No

Team: _____ **IBC:** _____ **Struc:** _____ **Elec:** _____ **P/M:** _____

LSC: _____ **PCD:** _____ **Elev:** _____ **Impact:** _____ **Site:** _____

Traf: _____ **Civil:** _____ **S-fire:** _____ **Plat:** _____ **Hlsd:** _____ **Addr:** _____

Rvw Code: _____ Rvw Fee: _____ Permit Code: _____ Permit Fee: _____

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Phoenix Fire Department Fire Prevention

Assembly Permits Application – Plan Submittal Required*

Public Assembly (indoors) F187
Permit Fee: \$135 * 10 days prior

Outdoor Assembly F400
Permit Fee: \$405 * 30 days prior

Amusement Buildings F448
Permit Fee: \$540 * 30 days prior

Vehicle Display F188
Permit Fee: \$135 * 10 days prior

Trade Show/Exhibit F440
Permit Fee: \$270 (1-5,000 square feet)
*30 days prior

\$405 (5,001 square feet or more)

Business Information				
Name of Event:				
Complete Event Address:				
Name of Venue:				
Date(s)/Time of Operation:	Date:	Time:	Desired Inspection Date/Time:	
Site Contact:	Name:		Cell Phone:	
Responsible Party:	Name:		Phone:	
Responsible Party Address:			City:	St.: Zip:
Payment is due at the time of application submittal. All fees are non-refundable. Inspection will not be scheduled until payment has been processed.				
Permit applications may be faxed to 602-271-9243, submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to: Phoenix Fire Department Fire Prevention 150 S. 12 th Street Phoenix, AZ 85034 Permit questions call: 602-262-6771 or email at prevention.phoenix.fire@phoenix.gov				
FP OFFICIAL USE ONLY				
Payment Received:	Check #	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cash	
Date Received:			Received By:	



Phoenix Fire Department Fire Prevention

Credit Card Payment Form

This form does NOT qualify as the permit application, a separate permit application must be submitted

Name of Business, Event, or Permit Number:	
Business, Event Location or Job Address:	
Name of Event (if applicable):	
Credit Card Number:	
Expiration Date:	Billing Zip:
Cardholder Name:	Amount to be Charged:
Contact Name:	Phone Number:
Other Instructions (i.e. fax receipt):	
Payment is due at the time of application submittal. All fees are non-refundable.	
Credit Card Payments may be faxed to: 602-271-9243 or submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to: Phoenix Fire Department Fire Prevention 150 S. 12 th Street Phoenix, AZ 85034 Questions call: 602-262-1699 or online at www.phoenix.gov/fire/fireprevention	

Please note: This form will be destroyed once payment has been processed



This additional checklist is provided to assist in assuring that all other necessary permits and approvals have been obtained. Many state, county and city ordinances govern the requirements of such gatherings and these questions cannot cover all situations.

Please note that the customer is ultimately responsible for obtaining all necessary approvals and permits. In addition, this list is not meant to be an all inclusive list of potential approvals, permits and/or licenses outside the Development Services and Fire Department process.

SIGNS: Any proposed signage requires separate review and approval from the City. All reviews and permits are issued through Counter 3 on the 2nd floor of Phoenix City Hall. Additional information can be found online at <http://phoenix.gov/DEVPRO/sgnidx.html>.

FINAL ISSUES: This list is not all inclusive. However, prior to the event make sure that you have obtained approval for the following items – as applicable:

- a) Any use of public sidewalk or (arterial or collector) street right-of-way requires a special event application and approval from the Phoenix Parks and Recreation Department. The application must be submitted a minimum of 3 to 5 months in advance of the event. A copy of the application is accessible at <ftp://www.phoenix.gov/pub/PARKS/eventap1.pdf>.
- b) If mobile vending (selling, offering or display of items from a mobile vending or mobile food vending unit located on private property) is planned for the event, the applicant should contact the Planning Department to check zoning restrictions (602-262-7131; 6th Floor of City Hall, 200 W. Washington); then proceed to the City Clerk (Licensing Services) to request an application; and to contact Maricopa County's Environmental Services Health Division (mobile food at 602-506-6872; <http://www.maricopa.gov/EnvSvc/EnvHealth/>) to verify if additional permits may be necessary.
- c) Applicant is advised to contact the local Phoenix Police Precinct to provide a courtesy notification of the event, type and date(s) of occurrence. To obtain correct precinct information, please call Phoenix Police Department at 602-262-7626 or visit: <http://phoenix.gov/POLICE/precin1.html>.
- d) City of Phoenix requires a license from all businesses that have a privilege (sales) tax or use tax liability. Information on and forms for business classifications subject to privilege tax can be obtained from the Phoenix Finance Department, Privilege License Section. Please call 602-262-7166, or visit <http://phoenix.gov/PLT/pltidx.html>.
- e) City of Phoenix also requires some businesses to obtain a regulatory license, such as massage parlors and businesses selling liquor. For information and forms, contact Phoenix City Clerk, Regulatory Licensing. Please call 602-262-4638, or visit: <http://phoenix.gov/PLT/taxinfo.html#REGULATORY>.
- f) Businesses serving food should contact Maricopa County Environmental Services Health Division at 602-506-6970, or visit: <http://www.maricopa.gov/EnvSvc/EnvHealth/>.
- g) Arizona Department of Revenue at 602-255-2060 or visit: <http://www.revenue.state.az.us/>.
- h) Arizona Department of Liquor License and Control at 602-542-5141 or visit: <http://www.azliquor.gov/>.
- i) Any other State or Federal licenses, as applicable.

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