Phoenix Fire Department

Fire Prevention

Annual Assembly Permits Application

☐ **Public Assembly – Vehicle Display *F188**

The Fire Code Official shall be notified a minimum of 5 days prior to changing vehicles.

☐ **Public Assembly – Candle or Open Flames *F189**

☐ **$25 per day *Must be submitted 10 business days prior to start date, a late submittal fee will be charged for applications not received within the prescribed timeframe.**

☐ **$150 Re-submittal fee will be assessed when changes are made to the approved plan.**

Base Price:	=	**$150**
Late Submittal Fee: x $ 25	=	
Expedite Review (optional): + $450	=	
Total Cost of Permit:	=	

A fire code official will review your application. Conditions may be stipulated in order to approve your application. Submittals are not automatically approved. The Phoenix Fire Code gives the fire code official authority to enforce the provisions of the code and the authority to render interpretations of the code, and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions.

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:**	
Site Contact Email:			
Responsible Party:	**Name:**	**Phone:**	
Responsible Party Email:			

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 602-495-7429, submitted in person weekdays 8:00 am to 4:30 pm, or mailed.
For permit questions or to speak to a Fire Inspector call: 602-262-6771.
www.phoenix.gov/fire/prevention

Phoenix Fire Department ~ Fire Prevention Division
150 South 12th Street Phoenix, AZ 85034

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Credit Card Payment Form*

* Credit card payments can only be accepted via fax, postal mail or in person.
This form does NOT qualify as the permit application, a separate permit application must be submitted.

Use for Records Requests Address Researched:	
Company Requesting Research:	
What are you paying for?: Records, Job Name, Event, or Permit Number:	
Business, Event, or Job Address:	
Name of Event (if applicable):	
Credit Card Number:	Expiration Date:
Cardholder Name:	Amount to be Charged:
Credit Card Billing Address:	Billing Zip:
Contact Name:	Phone Number:
Other Instructions (i.e. fax/email receipt):	

Payment is due at the time of application submittal. All fees are non-refundable.

Credit card payments will not be accepted by email or by phone.

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

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