Phoenix Fire Department
Fire Prevention

Assembly Permits Application – Plan Submittal Required*

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

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

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

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

☐ **Trade Show/Exhibit F440**
Permit Fee: ☐ **$270 (1-5,000 sq ft)**
***Plan Submittal required 30 business days prior**

☐ **$405 (5,001 sq ft or greater)**
***Plan Submittal required 30 business days prior**

These Fees Apply to all Permits on this Application

☐ **$25 per day *Late Submittal Fee**
Fee will be charged for applications not received within the prescribed timeframe.

☐ **$135 Re-Submittal fee**
A resubmittal fee will be assessed when changes are made to the approved plan.

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.
Applications will not be processed until payment is received.

Permit applications may be faxed to 602-495-7429, submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to:

Phoenix Fire Department
Fire Prevention
150 S. 12th Street
Phoenix, AZ 85034

Permit questions call: 602-262-6771 or online at www.phoenix.gov/fire/fireprevention

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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.

Credit Card Payments may be faxed to: 602-495-7429 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. 12th 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.