



Expo/Convention

Permit Application

SCOTTSDALE FIRE DEPARTMENT
FIRE & LIFE SAFETY DIVISION



The following information is required to obtain a use permit for an Expo or Convention.

Company requesting permit _____

Address _____

Phone # _____ Fax # _____

Name of event _____

Type of event _____

Person holding the event _____

Name of property owner _____

Address where event will be held _____

On site contact person _____

Phone # _____

EVENT DATES AND HOURS OF OPERATION

	<u>DATE</u>	<u>DAY OF WEEK</u>	<u>HOURS FROM AM/PM TO AM/PM</u>
DAY 1	_____	_____	_____
DAY 2	_____	_____	_____
DAY 3	_____	_____	_____
DAY 4	_____	_____	_____

For events over FOUR days, please list the START date in Day 1 and the END date in Day 4.

Location on property (ballroom, etc.) _____

If outside, will a tent or canopy be used? _____ Yes _____ No

If yes, a separate Tent permit will be required.

Will any vehicles be displayed during the event? _____ Yes _____ No

If yes, a separate Vehicle Display permit will be required.

Preferred inspection date and time: _____

❖ **A DETAILED SITE PLAN IS REQUIRED FOR ALL PERMIT REQUESTS. ALL ABOVE INFORMATION MUST BE INCLUDED WITH YOUR SITE PLAN**

❖ **AN AERIAL PHOTO SHOWING THE LOCATION OF THE EVENT ON THE PROPERTY AND ANY REQUIRED SAFETY ZONES IS REQUIRED.**

❖ **FAX THIS FORM TO 480-312-1850 OR**

❖ **EMAIL THIS FORM AND SITE PLAN TO MZIMMERMAN@SCOTTSDALEAZ.GOV**

❖ **EMAIL THE AERIAL PHOTO TO MZIMMERMAN@SCOTTSDALEAZ.GOV**

❖ **QUESTIONS/INFORMATION CALL 480-312-1853**