



Fire Department
Fire Prevention Division

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Scottsdale Fire Department Special Assembly Permit Program

As a destination location, the City of Scottsdale receives 9 million visitors annually and is home to hundreds of events, large parties and gatherings. These events are often scheduled in buildings and occupancies that are not designed, built or maintained to safely house large groups of people. Some examples would include, but not limited to retail spaces, office and business lobbies, and aircraft hangars.

In an effort to continually improve the safety of Scottsdale's citizens and visitors, the Scottsdale Fire Department has created a permit to assure the continued safety of the attending guests as well as reduce the risk for event organizers.

Listed below are the life safety requirements for Assembly Occupancies by the 2015 International Fire Code and City Ordinances, along with the alternative measure if a requirement cannot be met:

- Fire protection systems shall be operational and have current service
- Fire Extinguishers shall be a minimum 2A10B:C and within 75' travel of all areas
- Interior finish shall meet performance criteria per NFPA 701
- Aisles shall be a minimum of 42" in width
- Six foot round tables shall be spaced at a minimum of 11' on center
- If non-fixed seating exceeds 200 persons, chairs must be bound together in groups of not less than 3
- Open flame appliances are prohibited
- All flammable storage and hazardous materials shall be removed

ALTERNATIVE MEASURE

Exits: 2-up to 500 occupants 3-501 to 1000 4-more than 1000

Certified CM or roll up doors open

Illuminated Exit Signs for all required egress doors

Certified CM

Emergency Lighting for all egress areas

Certified CM

Egress Doors shall swing in the direction of travel

Certified CM or roll up doors open

Egress Doors shall have panic hardware

Certified CM or roll up doors open

Fire Sprinkler system with off-site monitoring

Certified CM if occupant load 300 or greater

Fire Alarm notification system

Certified CM if occupant load 300 or greater

**CM=Crowd Manager: 1 per 250 occupants

Below is the link to start your Fire Permit application: <https://eservices.scottsdaleaz.gov/fls>

To sign up for the Scottsdale Fire and Police Crowd Manager class please use the link below:

<http://www.scottsdaleaz.gov/police/public-safety-plan-security-training>

Questions can be directed to:

Deputy Fire Marshal Bruce Story at 480-312-1843