



## APPLICATION CHECKLIST

## SPECIAL EVENT CARNIVALS AND FAIRS

**SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below**

No work shall be done prior to approval and issuance of permit.

### 1. PLANS – combine the following 8 ½ x 11 format items into one file labelled “Carnival and Fairs”

**Application**

- Complete Carnival and Fairs Application

**Site Plan**

- Parcel lot lines and address
- Location of rides
- Structures on site
- Fire Department Access Plan

**Carnivals and Fairs Documents**

- Certificate of General Liability Insurance naming City of Prescott as additional insured
- Medical Plan

**A tent application is a separate form which would need to be completed and submitted if applicable.**

**Notes:**

Applicant:	Property Address:	Permit #
Event Contact:	Inspection Date:	Date Submitted:

Revision Date: 12/1/2023