



APPLICATION CHECKLIST

SPECIAL EVENT EXHIBIT AND TRADE SHOWS

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 “Exhibit and Trade Shows”

Application

- o Complete Exhibit and Trade Shows Application

Site Plan

- o Parcel lot lines and address
- o Location of exhibits
- o Structures on site
- o Fire Department Access

Exhibit and Trade Show Documents

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

Notes:

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

Revision Date: 12/1/2023