



PRESCOTT FIRE DEPARTMENT Special Event/Display Permit Application

Permits shall be obtained from the Prescott Fire Department for any event or display using open flames, cooking, or heating appliances, tents or canopies, air-supported and inflated devices, or structures (jump castles, slides, etc.), combustible decorative materials, consumer fireworks and display fireworks, compressed gas or the blocking of emergency access roads. Complete the application form via the Prescott Permits portal at prescottpermits.com or return the application to Community Development, 201 N. Montezuma Street, Prescott, Arizona 86301, between 8:00 a.m. and 5:00 p.m., Monday through Friday, **a minimum of 30 days** before the scheduled event. *A site plan drawn to scale, showing the display or event location is required to be submitted with the application.*

Inspections may be scheduled prior to the opening of an event by contacting the Fire Inspector at 928-777-1445. Special events/displays and Temporary Use Permits are subject to a fee.

Event Name: _____

Event Address: _____

Event Date: _____ Event Hours of Operation: _____

Set Up/Inspection Time: _____

Event Day Contact Name: _____ Phone: _____

Brief Description of Event: _____

Applicant Name (Company): _____

Applicant Address: _____

Billing Address: _____ Phone: _____

Applicant Signature: _____ Date: _____

Check the following only if they apply to your display or event.

- Use of heating or cooking equipment or Mobile Food Preparation Vehicle (Food Truck)
- Tent or canopy, indicate size _____ (400 sq. ft. or greater, does not include E-Z Up's)
- Air-supported or air-inflated structures
- Display of liquid – or gas-fueled vehicles, boats, or other motor craft
- Compressed gas, LPG, or other hazardous material
- Open or exposed flame to include flame effect performer
- Combustible decorative materials
- Temporary electrical power – All non-residential generators must be grounded.
- Pyrotechnic special effects – Separate permit required.
- Special amusement building
- Trade show or exhibit
- Temporary consumer firework sales
- Blocking of street or emergency access road
- Emergency Medical Services or First Aid Tent or Contracted Service _____
- Other _____

Important Prescott Gateway Note: For the purposes of providing required egress in the mall, there shall be a minimum of 10' clear exit width between any storefront or kiosk and the nearest display. Displays and events may not obstruct the means of egress travel.