

INSTRUCTIONS FOR COMPLETING & SUBMITTING SPECIAL EVENT INSTALLATION PERMIT APPLICATION

by mail or over the counter

Applying for a Special Event Installation Permit Application by mail or over the counter is a multi-step process, following are the required steps in obtaining the permit:

Instructions for completing application Information:

1. Owner Information –Provide information as noted.
2. Installation Address –Provide the information noted
3. Event Date –Date event is scheduled to start
4. Manufacturer Name –Provide the information noted
5. Serial Number –Provide the information noted
6. Certificate/Insignia Number –*Insignia or certificate number affixed to the building by the manufacturer*
7. Unit Size
8. Installer/Contractor information –Provide information noted

****To add additional Installers and/or Contractors, please use
Subcontractor Supplement Form****

9. Dealer Information: *If the building was not purchased or leased from a dealer please note "Private Sale", "Owner" or "N/A".*
10. Permit Purchaser –Contact person that is responsible for the submittal.
11. Subcontractor Supplement Form –Page #2
List all licensed contractors associated with the installation, which includes utility connections and all attached accessory structures of the building.

**PLEASE ENSURE PERMIT APPLICATION IS COMPLETELY FILLED OUT AND
LEGIBLE –Delays will result with incomplete and illegible submittals.**

DOCUMENTS REQUIRED TO ACCOMPANY APPLICATION

A detailed map showing major intersections and exact location.

Payment & Application Submittal:

Check or certified funds are to be made out to: **Arizona Department of Housing**

Application and payment may be submitted by mail or over-the-counter. At this time we do not have the availability to submit requests and payments online.

Mailing Address:

Arizona Department of Housing
P. O. Box 6280
Phoenix, AZ 85005

Physical Address:

Arizona Department of Housing
1110 W. Washington, Suite 280
Phoenix, AZ 85007

INSTALLATION PERMIT IS NOT ISSUED OVER THE COUNTER