

# 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:

Complete the Special Event Installation Permit Application

## **Instructions for completing application Information:**

1. Owner Information –Provide information as noted.
2. Installation Address –Provide the information noted
3. Manufacturer Name –Provide the information noted
4. Serial Number –Provide the information noted
5. Insignia Number –*Insignia or certificate number affixed by the manufacturer*
6. Installer/Contractor information –Provide information noted

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

7. Dealer Information: *If the building was not purchased or leased from a dealer please note "Private Sale", "Owner" or "N/A".*
8. Permit Purchaser –Contact person that is responsible for the submittal.
9. 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:**

Refer to the Fee Schedule for the permit cost.

Check or certified funds must be made out to: **Department of Fire, Building and Life Safety**

Complete permit application, all required documents and payment must be submitted or mailed to:

Department of Fire, Building and Life Safety  
1110 W. Washington, Suite 100  
Phoenix, AZ 85007