

# Phoenix Fire Department

## Fire Prevention Division



### Vehicle Display Application

**Permit Fee F188 \$300**

A complete packet with payment must be **submitted 10 business days prior to the event start date**. Incomplete submittals will not be accepted.

**Late Submittal Fee \$25 per day**

A late fee, of \$25 per day shall be assessed for late applications.

|   |               |
|---|---------------|
| <b>Permit Fee =</b>                                 | <b>\$ 300</b> |
| <b>Late Submittal Fee (\$25 x Number of Days) =</b> | <b>\$</b>     |
| <b>Total Cost of Permit =</b>                       | <b>\$</b>     |

| Event Information   |              |                    |                                      |
|---|--------------|--------------------|--------------------------------------|
| <b>Location:</b>  |              |                    |                                      |
| <b>Name of Event:</b>   |              |                    |                                      |
| <b>Location Address:</b>  |              |                    |                                      |
| <b>Date(s)/Time of Operation:</b>                                     | <b>Date:</b> | <b>Time:</b>       | <b>Desired Inspection Date/Time:</b> |
| <b>Site Contact:</b>  | <b>Name:</b> | <b>Cell Phone:</b> |                                      |
| <b>Site Contact Email:</b>  |              |                    |                                      |
| <b>Responsible Party:</b>   | <b>Name:</b> | <b>Phone:</b>      |                                      |
| <b>Responsible Party Email:</b>                                       |              |                    |                                      |
| Inspections will not be scheduled until payments have been processed. |              |                    |                                      |

Permit applications may be submitted via email @ [pfd.specialevents@phoenix.gov](mailto:pfd.specialevents@phoenix.gov)  
in person weekdays 8:00am - 4:00pm or mailed.

For permit questions or to speak to a Fire Inspector call: 602-262-6771.

[www.phoenix.gov/fire/prevention](http://www.phoenix.gov/fire/prevention)

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### Vehicle Display Application

This checklist has been provided to assist in preparing a complete application. Only complete applications will be accepted.

|                     |       |             |
|---------------------|-------|-------------|
| Location:           |       |             |
| Site Contact:       | Name: | Cell Phone: |
| Site Contact Email: |       |             |

1. Complete the application and ensure each of the required elements listed are provided.

#### **Required Information**

- Detailed floor plan
  - Location of vehicle(s)
  - Type and quantity of vehicle(s)
  - Type of fuel for each vehicle
  - Location and size of exits
  - Location of fire extinguishers
  - Location of booths, if applicable
2. The application shall be submitted 10 business days in advance of the event date or be subject to a \$25 per day late fee.
  3. The application and floor plan will be reviewed and approved by Fire Prevention Inspection Staff. You will be notified if any additional information is required. Review time will not exceed 90 days.
  4. The inspector will contact you to schedule an inspection. The permit will be issued when the inspection is completed and in compliance with the current Phoenix Fire Code.

This publication can be made available in alternate formats (Braille, large print, computer media, or audiotape) upon request.

Phoenix Fire Department | Fire Prevention Section  
150 South 12<sup>th</sup> Street Phoenix, AZ 85034  
602-262-6771 | (602) 495-5555 TTY  
[www.phoenix.gov/fire/prevention](http://www.phoenix.gov/fire/prevention)