



Places of Assembly Fire Operational Permit Submittal Information

Welcome to the Town of Florence, Arizona. The Community Development Department is dedicated to shaping the public policies that guide the growth and development of Florence. This is achieved by developing sound land use strategies, adhering to responsible zoning and development standards, ensuring buildings are safe for occupancy, preserving our cherished historic structures, and overseeing the well-being of local neighborhoods. In serving Florence residents, we are committed to providing excellent customer service through proactive, community-based planning, and supporting appointed and elected officials as we build a thriving, livable environment that embodies progress, prosperity, and a strong sense of community for all.

Please attach the following items for your submittal:

- Places of Assembly Fire Operational permit application completed and signed by applicant.
- Building floor plan showing Assembly area and Occupant Load.
- Copy of Original Fire Inspection Report.

Permit Fee: \$100.00 (annual).

The Permit Fee is due once the application has been processed.

Permit applications and plans shall be submitted electronically to tofpermits@florenceaz.gov

Payments. Payments can be made in person, over the phone, or by mail.
(Please note: A 3% transaction is charged for debit/credit card payments.)

Town of Florence – Community Development Department
224 W. 20th Street
Florence, Arizona 85132
(520)868-7500

Office Hours: Monday – Friday from 8:00 am to 5:00 pm

The Community Development Department will notify you electronically on the status of your application. For questions pertaining to the permitting process please call the office at (520) 868 – 7665.

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PLACES OF ASSEMBLY FIRE OPERATIONAL PERMIT APPLICATION

Property Address: _____
Business Name: _____
Applicant Name: _____
Applicant Email Address: _____
Applicant Phone number: _____

Fire Operational Permits are issued Annually and are due for renewal prior to the expiration date. Issuance of a reoccurring operational permit does not mandate a fire inspection.

Signature _____ Date _____
Applicant

2018 International Fire Code, Chapter 1, Section 105.6.37 An operational permit is required to operate a places of assembly.

2018 International Fire Code, Chapter 1, Section 105.2.2 Inspection authorized. Before a new operational permit is approved, the fire code official is authorized to inspect the receptacles, vehicles, buildings, devices, premises, storage spaces or areas to be used to determine compliance with this code or any operational constraints.

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