



Special Event 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:

- Special Event Fire Operational permit application completed and signed by applicant.
- Site plan showing where the event will be held, street closures if needed, placement of vendors and mobile food units.
- Provide a copy of the approved Town of Florence Event Packet and Stipulation Letter.

Permit Fees: \$100.00 (Amusement Buildings)
\$100.00 (Explosives)
\$200.00 (Fireworks Display/ Pyrotechnic Special Effects)
\$140.00 (Exhibits and Trade Shows)
\$100.00 (Outdoor Assembly Event)
\$75.00 (Open Burning)
\$100.00 (Open Flames and Candles)
\$100.00 (Outdoor Assembly Event)
\$150.00 (Pyrotechnic Special Effects Material)
\$150.00 (Carnivals and Fairs)
\$100.00 (Temporary Membrane Structures and Tents)
\$100.00 (Miscellaneous Special Events and Operations)

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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SPECIAL EVENT FIRE OPERATIONAL PERMIT APPLICATION

Event Address: _____

Business Name: _____

Applicant Name: _____

Applicant Email Address: _____

Applicant Phone Number: _____

Check the Applicable Box:

- | | |
|---|---|
| <input type="checkbox"/> <u>Carnivals and Fairs</u> | International Fire Code 2018, Chapter 1, Section 105.6.4 |
| <input type="checkbox"/> <u>Exhibits and Trade Shows</u> | International Fire Code 2018, Chapter 1, Section 105.6.13 |
| <input type="checkbox"/> <u>Open Burning</u> | International Fire Code 2018, Chapter 1, Section 105.6.32 |
| <input type="checkbox"/> <u>Outdoor Assembly Event</u> | International Fire Code 2018, Chapter 1, Section 105.6.36 |
| <input type="checkbox"/> <u>Temporary Membrane Structures and Tents</u> | International Fire Code 2018, Chapter 1, Section 105.6.47 |

Scope of Work Being Performed:

Special Event Fire Operational Permits are issued for the duration of the event. Events with Tents and Mobile Food Units will require a fire inspection.

Open Burning Fire Operational Permits will only be issued to the area High schools for Homecoming and Graduation Bonfires.

Signature _____ Date _____
Applicant

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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