

# Basic Assembly Permit Instructions

## All Permitted Events:

1. Submit a standard 'Application and Permit' form for review and approval.
2. Submit a detailed floor plan for indoor events or site plan for outdoor events.



### Indoor events:

Show location of all exits.

Show location and types of any cooking appliances or any other open flame devices.

Provide a seating arrangement unless using a previously approved plan on file at fire prevention.

### Out-of-Doors Events:

Show the specific location of the event; give distances to buildings, streets and other public ways.

Show location and types of any cooking appliances or any other open flame devices.

3. Show occupant loads.
4. Include details and dimensions for aisles and exits.
5. Provide details of proposed fire extinguisher type(s) and locations. Note that deep fat fryer cooking requires a K-class FE within 20' of the appliance.
6. Provide dates and times of the event.
7. Show location and size of all tents that exceed 200 sq ft. Provide documentation of current proof of flame spread and flammability index with expiration date.
8. If fireworks will be used, a separate permit application is required. Those displays must be permitted by a State licensed pyrotechnics contractor. Call 267-4900 for more information.
9. After review and approval of the application you will be notified. A copy is given to the inspector who will conduct the inspection (if required). Inspection will be coordinated to happen after set-up is complete, but prior to opening to the public. Note that inspections which occur after the hours of 7:30 AM to 4:30 PM, M-F or on MOA holidays, will incur after hours inspection charges.

The event sponsor / applicant should allow time for the correction of any deficiencies found by the inspector. Upon approval, the inspector will sign off on the original permit being held by the applicant, and approve the copy and place it in the permit file at fire prevention. A separate fire inspection notice (FIN) will be mailed and/or faxed to you for the review of the plans and another for the site inspection, if required. The inspector will notify you if a site inspection is required.

# Municipality of Anchorage



P.O. Box 196650  
 Anchorage, AK 99519-6650  
 Phone: 907-267-4900  
 Fax: 907-267-4958  
<http://www.muni.org>

*Mark Begich, Mayor*

FIRE DEPARTMENT  
 FIRE PREVENTION  
 4700 ELMORE RD  
**PERMIT APPLICATION**

Event Type: _____	Occupant Load: _____
Applicant: _____	Contact Phone: _____
Billing Name: _____	
Billing Address: _____	
Phone: _____	Fax: _____
On-site Representative: _____	Phone: _____

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Attach floor plan showing all exits, exhibits, aisle width, dimensions, fire extinguishers, exit signs, seating arrangements, tables, etc.

	Yes	No
Open flame devices? Candles, cooking pots, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Will fireworks be utilized? (If so, separate permit required.)	<input type="checkbox"/>	<input type="checkbox"/>
Will fuel fired equipment be used or displayed?	<input type="checkbox"/>	<input type="checkbox"/>
Will decorative materials be used?	<input type="checkbox"/>	<input type="checkbox"/>
Will tents exceeding 200 sq. ft. or canopies exceeding 400 sq. ft. be used?	<input type="checkbox"/>	<input type="checkbox"/>

**NOTICE: Set-up may begin ONLY after the permit is approved. A fire inspection of the premises may be required after set-up. The inspection is to insure compliance with the International Fire code and the provisions of this permit. Deficiencies shall be corrected PRIOR TO OPENING to the public. Failure to make required corrections prior to opening may result in revocation of this permit, citation and possible closure of the event. There will be a fee charged for the inspection.**

Fire Department Use Only	Permit Number:								
<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No								
<input type="checkbox"/>	<input type="checkbox"/>								
Yes	No								
<input type="checkbox"/>	<input type="checkbox"/>								
Appl. & Plans Approved?	Permit Issued?								
Inspection Required?	Inspection Approved?								
Permit fee \$50.00 Inspection Fee \$_____ Total Fees \$_____ will be billed to you at the above address.									
Inspector Signature: _____									

I have received a copy of the requirements pertinent to this permit and agree to abide by them. I further understand that the violation of these requirements shall result in the revocation of this permit. I also understand there will be a \$50.00 fee for the permit and an additional fee for any onsite inspections.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_