

# SEDONA FIRE DISTRICT

2860 Southwest Drive, Sedona, AZ 86336  
Community Risk Reduction Division – 928.204.8926  
[CRR@sedonafire.org](mailto:CRR@sedonafire.org)



## PERMIT APPLICATION FOR ASSEMBLY – SPECIAL EVENTS

### Plan Submittal Required

Please see back of this form for submittal requirements

**Required for all outdoor events that restrict free egress of occupants/attendees, or the anticipated attendance is 300 or greater with or without fencing, barricades, or barriers.**

Please complete the application and **email it as a PDF attachment** to [crr@sedonafire.org](mailto:crr@sedonafire.org).

This application is used for data entry and must be typed. **Incomplete, handwritten, or photos of completed applications will not be accepted and will be returned.**

Assistance completing the form is available at Sedona Fire District Administrative Office. Office hours are Mon-Thurs 7:30 am to 4:30 pm.

Event Information			
Name of Event\Venue:			
Event Address:			
Expected Daily Attendance:			
Event Dates:			
Event Times:			
Event Coordinator:			
Applicant Name:		Phone:	
Applicant Email:			
On-Site Contact:		Cell Phone#:	
On-Site Contact Email:			
Payment of \$175.00 is due at the time of application submittal.			
Plan review and inspection will not be schedule until payment has been processed.			

**For permit questions, scheduling inspections or to speak with a Fire Inspector please call: 928.204.8926**

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all Sedona Fire District adopted codes relating to the fire and life safety requirements. I hereby authorize representatives of Sedona Fire District to enter the above-mentioned property for inspection purposes. I am either the owner of the property on the application, the Arizona State registered contractor for the work, or I represent the owner or contractor as signified below and am acting with the owner's/contractor's full knowledge or consent. I also acknowledge that the primary form of communication by Sedona Fire District is electronic.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## Outdoor / Special Event Checklist

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

1. Complete the application and plan review submittal. Please ensure each of the required elements listed are provided.

### Required Information

- Detailed floor / site plan
  - Total square footage of fenced area
  - Location and size of exits
  - Location of booths, if applicable
  - Location of fire extinguisher(s)
  - Location of water stations
  - Location of Food Trucks (if applicable)
  - Location and size of tents (if applicable) a separate permit from Sedona Fire District is required
  - Staking and Tentage diagram (water barrel/barricades are not allowed), layout inside of tents (tables, chairs, aisle widths, exits)
  - Outdoor Cooking Operations (if applicable) a separate permit from Sedona Fire District is required
  - Location of generators/light towers (*may require additional permit from Planning & Development*)
  - Location of stages or bleachers (*may require additional permit from Planning & Development*)
2. The application shall be submitted 10 business days in advance of the event date.
  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.
  4. A site inspection will be required a minimum of 1.5 hours prior to the opening of the event and will include verification of exit signs and aisle widths, food truck inspections, under tent set up, fire extinguisher placement, and verification of any green tags issued for stages, bleachers, and generator by other agencies. Please call the office at 928.204.8926 to schedule. Normal business hours are Monday – Thursday from 7:00 am to 5:00pm. A permit will be issued when the inspection is completed and in compliance with the current Sedona Fire District Fire Code.