



## Basic Operational Permit Instructions



### All Permitted Events:

1. Submit an Operational Permit Application form for review and approval at least 2 weeks prior to the event.
2. Submit a detailed floor plan and event narrative for indoor events or site plan and event narrative 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. Indicate 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 and canopies that exceed 400 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 267-4901 for more information.

After review and approval of the application you will be notified if an inspection is required. Inspections will be coordinated to occur after set-up is complete, but prior to opening to the public. Note: inspections 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 during the inspection. A separate Fire Inspection Notice (FIN) will be issued for the review of the application submittal and another for the site inspection if one was required.



# ANCHORAGE FIRE DEPARTMENT

Fire Prevention Division  
4700 Elmore Road  
Anchorage, Alaska 99507  
Phone: (907) 267-4901 Fax: (907) 249-7788  
Email: [fireprevention@muni.org](mailto:fireprevention@muni.org)



## OPERATIONAL PERMIT APPLICATION (Fireworks, Assemblies, Haunted Houses & etc.)

Please Print Legibly

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

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. Provide a detailed event narrative.

**Operational Permits applications received less than 2 weeks prior to the event may be subject to additional fees including after-hour fees.**

	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 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 verify 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 and possible closure of the event. There will be a fee charged for inspections. After hours inspections \$175 p/hr with a 2hr min.**

Fire Department Use Only		Permit Number:	
Application & Plans Approved?	Yes No <input type="checkbox"/> <input type="checkbox"/>	Permit Issued?	Yes No <input type="checkbox"/> <input type="checkbox"/>
Inspection Required?	<input type="checkbox"/> <input type="checkbox"/>	Inspection Approved?	<input type="checkbox"/> <input type="checkbox"/>
Plan Review Fee \$175.00 /hr; Inspection Fee \$135.00 Total \$ _____ will be billed to the above address			
Inspector Signature: _____			

I agree to abide by the conditions of this permit. I further understand that the violation of these requirements may result in the revocation of this permit. I also understand there will be a \$175.00 fee for the permit review **and** an additional fee for any onsite inspections.

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