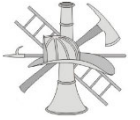


**WEST FARGO**



**FIRE DEPARTMENT**



## Permit Requirements

*A permit is required for all events with 1,000 or more participants.*

*Application for the Event shall be completed with fee associated.*

\*\*\*\*\*

The below information shall be supplied with the permit application.

**NOTE:** all events are different in setup (chairs, tables, stage, bar, etc) so please be specific as to expectation of the event.

- Floor plan of event including:
  - Dimension of building or outside event area
  - Max number of attendance
  - Location of exits to be used
  - Seating/tables (size) arrangement
  - Stage/bar location and size
- Special effects, if any (fireworks, candles, smoke, etc)
- Emergency contacts
- Ambulance service
- Security service provided
- Times of event – Start/Finish

After review of the Permit Application, the applicant will be notified within 2 weeks of approval or denial.

If approved, event can be planned; but cannot take place until setup is complete and a fire inspection has occurred with a permit then being issued.

**NOTE: Events 750 < 1000 Participants**

These events are not required a permit. But are required to provide all the information requested above (without application). The above information is supplied for an *Emergency Response Plan* for the fire crews on shift in case an emergency occurs.

- A fire inspection is still required prior to the event to ensure safety procedures are to be followed.