WILMINGTON FIRE DEPARTMENT
FIRE PREVENTION DIVISION

SINGLE EVENT PERMIT APPLICATION

Permit Fee: $100.00 (made payable to City of Wilmington)

_____
DATE

APPLICATION IS HEREBY MADE FOR A PERMIT TO HOLD THE FOLLOWING SINGLE EVENT:

- Any Single Event exceeding **300** people held in venues not already approved for such.

- Events that increase the occupant load beyond the buildings approved use.

- Any circumstances which changes the fire load or type of occupancy of a building.

- For special events, such as haunted houses, circuses, carnivals, festivals, gated events or any other similar events.

All provisions of the **"CITY CODE AND THE DELAWARE STATE FIRE PREVENTION REGULATIONS"** shall be complied with whether specified herein or not.

_____   _____
Name of Applicant/Business   Contact Person

_____   _____
Address of Applicant/Business   Telephone Number of Contact Person
                                                                                 (Provide mobile number if applicable)

_____   _____
Signature of Applicant   E-mail Address

NAME OF EVENT: _____DATE(S) OF EVENT: _____

LOCATION OF EVENT: _____

HOURS OF OPERATION: _____ESTIMATED NUMBER ATTENDING: _____

The following inspections will be completed by the Wilmington Fire Marshal's Office *(please initial indicating that you have read and understand each statement):*

_____   **Vendor Inspection** – includes extinguisher inspection.

_____   **Electrical Inspection** – will verify an electrical inspection has been completed by a licensed inspection agency.

_____   **Fire Marshal Inspection** – Business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Inspections requested outside of business hours, will be handled using the WFD extra duty vendor agreement process. The rate for Fire Marshal services is $90 per hour per employee with a 2-hour minimum.

_____   **Tent Permit Application** – required with a capacity of more than 50 people.

_____   The Wilmington Fire Department EMS Coordinator will determine the number of BLS providers needed for your event. The rate will be $90 an hour per firefighter with a minimum of 2 hours.

FIRE MARSHAL'S ACTION

Fee Paid: _____   _____ Permit No.

This is to certify that I have received and examined this application and that it is in accordance with the provisions of the **"Fire Prevention Code"** of the City of Wilmington, Delaware.

_____Approved   _____Conditional Approval

Special Restrictions and Conditions _____

_____

_____

_____Denied

Reasons for Denial _____

_____

_____

_____   _____
                  FIRE MARSHAL   DATE