

**Seattle Fire Department Permit Application**  
**Code 2503/2505**      **Assembly Occupancy, Temporary**  
 (INCLUDING TRADESHOW/EXHIBIT/CARNIVAL/FAIR)



<input type="checkbox"/> Indoor, Event attendance of 999 and under	<b>\$284.00</b>	Code: 2503
<input type="checkbox"/> Outdoor, Event attendance of 500 - 999	<b>\$284.00</b>	Code: 2503.2
<input type="checkbox"/> Outdoor, Event attendance of 100 - 999 where enclosures or barricades confine attendees	<b>\$284.00</b>	Code: 2503.2
<input type="checkbox"/> Indoor or Outdoor, Event attendance of 1,000 - 2,999	<b>\$467.00</b>	Code: 2505.1
<input type="checkbox"/> Indoor or Outdoor, Event attendance of 3,000 - 9,999	<b>\$932.00</b>	Code: 2505.2
<input type="checkbox"/> Indoor or Outdoor, Event attendance of 10,000 - 19,999	<b>\$1,331.00</b>	Code: 2505.3
<input type="checkbox"/> Indoor or Outdoor, Event attendance of 20,000 and over	<b>\$2,664.00</b>	Code: 2505.4

**Note:** If an outdoor confined space event is attached to/or occurs in conjunction with an indoor space, the cumulative attendance for both spaces shall be used to determine whether a permit is required.

FIRM/APPLICANT NAME:		
MAILING ADDRESS:		SUITE:
CITY:	STATE:	ZIP:
EVENT TITLE:		
EVENT ADDRESS:		
SET-UP DATE(S):	SET-UP TIME(S):	
EVENT DATE(S):	EVENT START TIME(S):	
ON-SITE CONTACT:		
PHONE NUMBER: (      )	E-MAIL ADDRESS:	
IS A TENT OVER 400 SQ FT (1+ WALLS) OR 700 SQ FT (NO WALLS) BEING USED?      Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, TENT COMPANY:		
<b>PLEASE INCLUDE PRELIMINARY PLANS. A 3201-SFD APPLICATION IS ALSO REQUIRED IF YES WAS CHECKED ABOVE.</b>		
<b>Make check payable to CITY OF SEATTLE</b>		

Permit applications may be submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to:

Seattle Fire Department  
 Fire Marshal's Office – Permits  
 220 Third Ave S, 2<sup>nd</sup> Floor  
 Seattle, WA 98104-2608

To pay with a Visa or Master Card, email this application to us,  
**THEN CONTACT US TO BE PROVIDED AN ONLINE PAYMENT KEY**  
 Tel: (206) 386-1450  
 E-mail: [permits@seattle.gov](mailto:permits@seattle.gov)

**PAYMENT AND PRELIMINARY PLANS MUST ACCOMPANY ALL APPLICATIONS. PAYMENTS RECEIVED LESS THAN 30 DAYS PRIOR TO THE EVENT WILL BE ASSESSED A LATE FEE EQUAL TO 50% OF THE ORIGINAL PERMIT FEE. APPLICATIONS RECEIVED THREE OR FEWER BUSINESS DAYS PRIOR TO THE EVENT MAY NOT BE PROCESSED AND THE PERMIT MAY NOT BE ISSUED.**

**FMO OFFICE USE ONLY:**

Approved by:	Date:
<b>Permit cc:</b>	
<input type="checkbox"/> Cancel, refund requested (Approval attached)	<input type="checkbox"/> Cancel, no refund      Reason:      Initials:
Application ID#	Check No.:      Receipt No.: