

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	\$329.00	Code: 2503
<input type="checkbox"/> Outdoor, Event attendance of 500 - 999	\$329.00	Code: 2503.2
<input type="checkbox"/> Outdoor, Event attendance of 100 - 999 where enclosures or barricades confine attendees	\$329.00	Code: 2503.2
<input type="checkbox"/> Indoor or Outdoor, Event attendance of 1,000 - 2,999	\$542.00	Code: 2505.1
<input type="checkbox"/> Indoor or Outdoor, Event attendance of 3,000 - 9,999	\$1,081.00	Code: 2505.2
<input type="checkbox"/> Indoor or Outdoor, Event attendance of 10,000 - 19,999	\$1,544.00	Code: 2505.3
<input type="checkbox"/> Indoor or Outdoor, Event attendance of 20,000 and over	\$3,090.00	Code: 2505.4

Calculating Attendance: (1) 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. (2) Attendance shall be calculated as the anticipated total for all days of the event. Attendees for multiple days should be counted once for each day of the event. (3) Events with less than 50 attendees at any one time do not require a permit.

BUSINESS 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:		
PLEASE INCLUDE PRELIMINARY PLANS. A 3201-SFD APPLICATION IS ALSO REQUIRED IF YES WAS CHECKED ABOVE.		
Make check payable to CITY OF SEATTLE		

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, 2nd 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

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