



**WILMINGTON FIRE DEPARTMENT
FIRE PREVENTION DIVISION**
800 French Street, 3rd Floor
Wilmington, DE 19801-3537
Office (302) 576-3120
Fax (302) 573-7701



Single Event Permit Application

_____/_____/_____
Month Day Year

PERMIT FEE FOR SINGLE EVENT - \$25.00

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 building's approved use.
- Any circumstance 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

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, 8:00 a.m. to 6:00 p.m. Inspections completed after or before business hours will be assessed a fee of \$120 for the minimum of three hours and any additional hours will be \$46 per hour (minimum of two (2) hours).

_____ **Tent Permit Application** - required with a capacity of more than 50 people (20 x 20).

_____ The Wilmington Fire Marshal's Office will determine if a BLS Unit (**Basis Life Support Ambulance**) will be needed for your event. The BLS requires two personnel to man the unit at a rate of \$46 per hour for each firefighter.

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

Dated