



**WILMINGTON FIRE DEPARTMENT  
FIRE PREVENTION DIVISION  
800 French Street, 3<sup>rd</sup> 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 buildings 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 5:30 p.m. Inspections completed after or before business hours will be assessed a fee of \$100 for the minimum of two (2) hours and any additional hours will be **\$50 Per Hour**.

\_\_\_\_\_ **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.

<b>FIRE MARSHAL'S ACTION</b>
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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