



WILMINGTON FIRE DEPARTMENT  
FIRE PREVENTION DIVISION



**SINGLE EVENT PERMIT APPLICATION**

**Permit Fee: \$25.00 (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

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 \$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 \$50 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

\_\_\_\_\_  
DATE