



Fire Department

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Instructions for completing the Application for Permit

Permits that are required include but are not limited to: Assembly, Blasting, Open Burning and Fireworks Displays. The completion of this application is the applicant's responsibility. This instruction sheet is provided to aid the applicant while completing the Application for Permit.

Permit Number: Will be completed by Fire Marshal's Office once Permit application is reviewed.

Date: To be completed by applicant. (Date the application is being completed).

Purpose of application: To be completed by applicant. Each function that is to be performed under the jurisdiction of the permit should be marked.

For example:

- **Handle** should be marked if a material that requires a Permit will be handled under the Permit.
- **Use** should be marked if a material or substance that will be utilized requires a Permit.
- **Install** should be marked if the installation of an object requires a Permit.
- **Operate** should be marked if the operation of business or function requires a Permit.
- **Conduct** should be marked if the operation or administration of task requires a Permit.
- **Store** should be marked if storage of a material requires a Permit.

Premises known as: Address and common name of place where permitted activity will be conducted.

Description: Describe what functions will be performed if the Permit is issued. The description should include the activities, materials or task to be, performed, operated or utilized under the jurisdiction or the Permit. If the activity includes the storage or use of any hazardous materials the types, use and quantities shall be listed on the application. Please provide a thorough description of the activities and/or functions that will be performed under the Permit.

AN INADEQUATE DESCRIPTION WILL DELAY THE REVIEW OF THE APPLICATION FOR PERMIT, WHICH WILL DELAY THE ISSUANCE OF PERMIT!

While completing the application please contact us with any questions.

