



### **Permit Application Submissions:**

All construction and operational permit applications are accepted at the CAFMA Administrative Office, Monday - Thursday from 7:00 am - 4:00 pm. Please allow up to 30 minutes for submission process.

- Construction permit applications shall follow the requirements as set forth in the Central Arizona Fire and Medical Authority (CAFMA) [Fire Protection Standards, 2018 edition](#).
- Construction permits are valid for 180 days from the date of permit approval.
  - Per 2018 IFC 105.3.2: One or more extensions may be granted by the fire code official, following a written request from the permitted contractor which demonstrates justifiable cause. Use the *Permit Extension* link above to request an extension **before** the permit expires.
  - Per 2018 IFC 105.3.1: Once a permit has expired, a fee will apply to reinstate it. Use the *Expired Permit Replacement* link above to replace an expired permit.
- Operational permit applications must be filled out completely, including any required documents as listed on the permit application. Incomplete permit applications will not be accepted.
- Operational permit applications shall be submitted at least 30-days prior to the event or operational activity. Applications not submitted in the proper timeframe will be rejected, which will result in additional fees.
- Per 2018 IFC 105.3.1: Operational permits remain in effect for the duration listed on the permit, or until reissued, renewed, or revoked.

### **Inspections:**

All construction and operational inspections are scheduled through the CAFMA Administrative Office, Monday – Thursday from 7:00 a.m. – 4:00 p.m.

- All inspections shall be scheduled at least 24-hours in advance of the inspection.
- Any inspection cancelled less than 4-hours prior to the scheduled inspection will constitute a failed inspection. This may result in additional fees.
- Inspections that fail to have a permittee in attendance shall constitute a failed inspection. This may result in additional fees.



# AMUSEMENT BUILDING PERMIT APPLICATION

DATE \_\_\_\_\_ PERMIT NO \_\_\_\_\_

JOB NAME \_\_\_\_\_ SQUARE FEET \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ ROC \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

### AMUSEMENT BUILDING PERMIT SUBMISSION REQUIREMENTS:

- COMPLETED PERMIT FORM / PAYMENT OF FEES
- COMPLETED AMUSEMENT BUILDING APPLICATION/QUESTIONNAIRE
- EVENT DATE(S): START DATE \_\_\_\_\_ END DATE \_\_\_\_\_
- DATE REQUESTED FOR SITE INSPECTION\*: \_\_\_\_\_

\*We cannot guarantee the Inspector's availability; however, we will do our best to accommodate your request. Site inspections cannot be scheduled prior to obtaining an approved permit.

- Amusement Building – Inspection during business hours ..... \$258
- Amusement Building – Inspection after business hours..... \$508
- Amusement Building – Reinspection ..... \$125
- Unpermitted Event Fee ..... \$774

PERMIT SUBMITTED BY \_\_\_\_\_  
(please print name)

AMOUNT PAID \_\_\_\_\_ CHECK \_\_\_\_\_ CC \_\_\_\_\_

ISSUED BY \_\_\_\_\_

PERMIT PICKED UP BY \_\_\_\_\_  
(please print name)

DATE \_\_\_\_\_

### PERMIT STATUS:

Expiration Date: \_\_\_\_\_



# AMUSEMENT BUILDING PERMIT APPLICATION

***Haunted houses or other similar installations such as fun houses, etc., which are set up for temporary use not to exceed 90 days, and if located inside a structure not designed for this specific use, shall comply with the requirements below.***

**Haunted House** – A structure, or portion thereof, which transports people through a course where the means of egress are not apparent due to theatrical distractions, low illumination, temporary hallways, partitions and/or multiple rooms.

**Ghost Walk** – Similar to haunted houses and may include both indoor and outdoor areas where the means of egress to the public way are not apparent due to theatrical distractions and/or low illumination.

**Maze** - A confusing intricate network of passages.

## **EVENT INFORMATION**

Event Name \_\_\_\_\_ Non-Profit Event 501(c)(3)# \_\_\_\_\_

Type of Event (Amusement, Haunted House, etc.) \_\_\_\_\_

Event Times \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Area to be Used (Hall A, Parking Lot, etc.) \_\_\_\_\_

Total Square Footage of Event: Square Foot of Each Area \_\_\_\_\_

Briefly describe the activities planned and items on display during the event

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **AUTOMATIC SPRINKLERS**

The building shall be equipped throughout with automatic sprinkler and fire detection systems.

***Exception:*** Automatic sprinklers are not required where the total floor area of the building is less than 1,000 square feet and the travel distance from any point to an exit is less than 50 feet.



# AMUSEMENT BUILDING PERMIT APPLICATION

## IN ANY FACILITY USING THE MAZE CONCEPT

- There may be no dead-end corridors.
- The maze must have an obvious exit out of the maze for approximately every 50 feet of linear travel.
- All aisles must be a minimum of 4 feet wide and 6'8" high.

## FLOOR PLANS

A detailed floor plan must be submitted with the permit application packet at least 21 days before the event, and must include:

- Drawing, to scale, including dimensions.
- Location of all exits.
- Location of all fire extinguishers.

## OCCUPANCY

- The total number of occupants in the facility at any time shall be limited to a specific number, as determined by the Fire Marshal's Office.
- A group shall consist of not more than 20 persons, or as determined by the Fire Inspector.
- Each group of children age 12 and under, must be accompanied or supervised by a staff person who is 18 years of age or older.
- Staff person must have in their possession, an operable flashlight, and shall be completely familiar with the facility.
- Staff person shall be thoroughly instructed on an approved evacuation plan for the facility, and be able to assist the public in the event of an emergency.

## EXITS

- Exits must be a minimum of 3 feet wide and 6'8" high.
- Each exit must have lighted exit signs placed above them.
- Centered above EACH marked "EXIT", there must be:
  - An electrically powered, battery back-up exit sign with two emergency lights. NOTE: plug in exit signs a few hours before event to charge the batteries.
  - OR a heavy paper/cardboard exit sign with 12" red fluorescent letters on a white background. NOTE: This type of sign must be illuminated by a mounted flashlight or spotlight when open to the public.
- Additional lighted exit signs may be required to direct people out of the building, tent or other structure.
- All stairways must be illuminated at a level of at least one footcandle (one fifth of normal exit lighting power). Definition of "footcandle": A unit of illuminance on a surface that is everywhere one foot from a uniform point source of light of one candle and equal to one lumen per square foot.



# AMUSEMENT BUILDING PERMIT APPLICATION

## FLAMMABLES

- There shall be no smoking allowed at any time, by anyone inside the building and/or structure.
- There shall be no open-flame devices or temporary heaters used in the building and/or structure, unless prior approval is obtained from the Fire Marshal.
- The use of untreated combustible material is prohibited.
- All combustible material must be treated or protected, so that it is rendered and maintained flame retardant, in a manner acceptable to the Fire Prevention Division. See Attachment A.

**NOTE:** This includes harvest decorations, such as cornstalks, dry branches, and hay. Never place this type of decoration in or near exits or stairs.

## ELECTRICAL

- All electrical installations must meet the Electrical Code.

## FIRE EXTINGUISHERS

- A sufficient number of fire extinguishers shall be provided to insure that the maximum travel distance to any extinguisher does not exceed 50 feet.
- The minimum acceptable rating (size) is 2A-10BC.
- All fire extinguishers should have a service tag indicating service within the last year, unless it is new, which must then present a sales receipt.
- The fire extinguishers shall be mounted in a conspicuous location, near each required exit or as otherwise noted on the approved plans/permit.
- Staff members shall be instructed in the proper use of extinguishers.

Printed Name \_\_\_\_\_

Signature of applicant \_\_\_\_\_

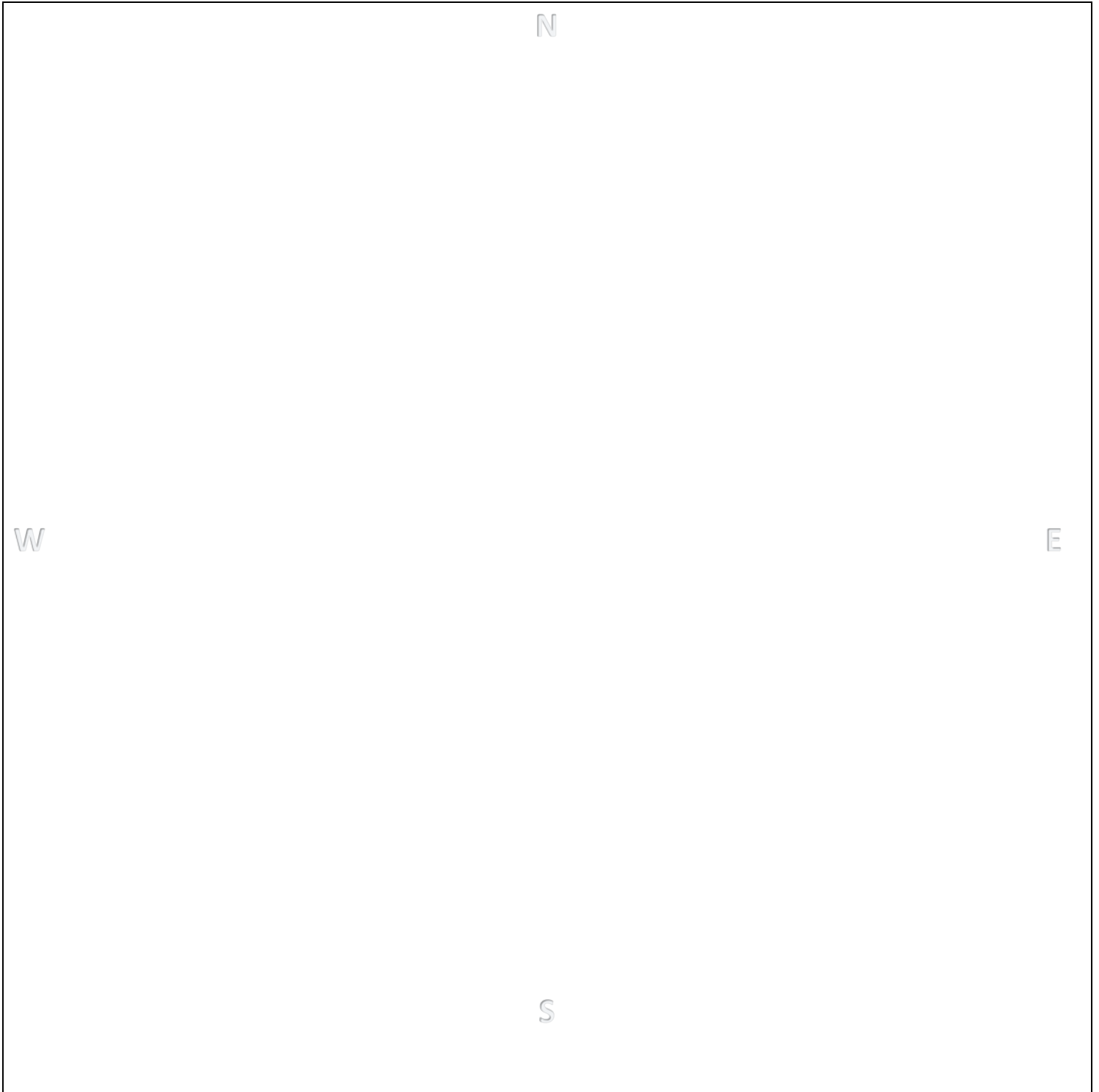
Date \_\_\_\_\_

This examination of the plans and documents does not relieve the owner, designers, and contractors or their representatives from their individual or collective responsibility to comply with applicable provisions of the codes governing this work. This examination is not to be construed as a check of every item required, including items noted or not otherwise detailed, and does not prevent the Fire Code Official from hereafter requiring corrections of errors in plans or construction.



# AMUSEMENT BUILDING PERMIT APPLICATION

## SITE MAP





# AMUSEMENT BUILDING PERMIT APPLICATION

## ATTACHMENT A

### FLAME RETARDANCY DOCUMENTATION FOR DECORATIVE MATERIALS

Attach all flame retardancy documentation for decorative materials, including harvest decorations, such as cornstalks, dry branches, and hay.