



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.



SPECIAL EVENT PERMIT APPLICATION

DATE _____ PERMIT NO _____

EVENT NAME _____ TYPE OF EVENT _____

EVENT ADDRESS _____

CONTACT _____

EMAIL _____ PHONE _____

SPECIAL EVENT PERMIT SUBMISSION REQUIREMENTS:

- COMPLETED PERMIT FORM / PAYMENT OF FEES
- SITE PLAN
- 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.

- Special Event – Inspection during business hours \$97
- Special Event – Inspection after business hours \$312
- Special Event – Site Reinspection \$125
- Unpermitted Event Fee \$291

PERMIT SUBMITTED BY _____
(please print name)

AMOUNT PAID _____ CHECK _____ CC _____

ISSUED BY _____

PERMIT PICKED UP BY _____
(please print name)

DATE _____

PERMIT STATUS:

Expiration Date: _____



SPECIAL EVENT PERMIT APPLICATION

SITE PLAN

