



Special Event Permit – Commercial Activity
 City of Chandler, Neighborhood Resources, Code Enforcement
 235 South Arizona Ave. Chandler, Arizona 85225
 Telephone (480) 782-4320 Fax (480) 782-4350

Requesting Party	Name		<input type="checkbox"/> Owner <input type="checkbox"/> Manager		Date request submitted
			<input type="checkbox"/> Employee <input type="checkbox"/> Other:		
	Address			City	State
	Phone <input type="checkbox"/> Best to reach me	Cell Phone <input type="checkbox"/> Best to reach me	Email Address		

Event Information	Event Name		Address of event	
	Responsible Party at Event		Phone	Cell Phone
	Event From	Event To	Type of Event	
	Date	Date	<input type="checkbox"/> Special Sales Promotion <input type="checkbox"/> Arts & Crafts <input type="checkbox"/> Short Term Seasonal (Christmas trees, Pumpkins, etc) <input type="checkbox"/> Other	
	Times	Times		

↓ Applicant must check all that apply ↓

For Official Use Only

<input type="checkbox"/> Outside display <input type="checkbox"/> Christmas tree lot <input type="checkbox"/> Pumpkin lot <input type="checkbox"/> Merchandise on tables, racks, booths	Code Enforcement
<input type="checkbox"/> Alcohol served <input type="checkbox"/> Traffic congestion <input type="checkbox"/> Amplified music or voice - Time:	Police Department
<input type="checkbox"/> Tent _____ Sq. Ft. <input type="checkbox"/> Canopy _____ Sq. Ft. <input type="checkbox"/> Entrance/Exit blocked or restricted <input type="checkbox"/> Stage	Fire Department
<input type="checkbox"/> Hook up to on site utilities (water, electric) <input type="checkbox"/> Generator <i>(Additional paperwork required)</i>	Building Department
<input type="checkbox"/> Special parking <input type="checkbox"/> Temporary fencing <input type="checkbox"/> Port-A-Johns <input type="checkbox"/> Additional parking	Site Development
Do you have a current Chandler Tax License <input type="checkbox"/> No <input type="checkbox"/> Yes License #:	Licensing, Tax & Utility
<input type="checkbox"/> Event requires City services and/or takes place at City facility, on public property or in public right of way (Example: City street, alley, sidewalk to be used or impacted, or using city facility)	Community Services
Additional permits, licenses, or inspections may be required (Contact the listed agency)	
<input type="checkbox"/> Pyrotechnics <input type="checkbox"/> Tent _____ Sq. Ft. <input type="checkbox"/> Canopy _____ Sq. Ft. <input type="checkbox"/> Open Flame Carnival, Rides or Trade shows	Additional application and permit fees required Contact Fire Department for Application 480-782-2121 <i>*Must submit Flame Retardant Certificate with paperwork</i>
Will you have outside vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Additional paperwork required)</i>	City of Chandler Licensing, Tax & Utility 480-782-2291 <i>*City and State license required for alcohol. (6 weeks notice required)</i> State forms can be found at http://www.azll.com/applications.htm
<input type="checkbox"/> Food sales <input type="checkbox"/> Food preparation <i>(Additional paperwork required)</i>	Maricopa County Environmental Services Department Environmental Health Services Division (602) 506-6970 www.maricopa.gov/envsvc/envhlth.asp

Conditions of Approval		
Permit Application has been: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Issue Date	Permit #
Special Conditions:	Dates permit approved for:	
	Issued by:	
	Received by:	Date:

Permit Must Be Posted In A Conspicuous Location

White – Applicant

Yellow – File

Pink - Inspector

TSPE Checklist

Please make sure you have the following completed before application review meeting.

Packet provided when application is delivered:

- Special Event Permit-Commercial Activity
- Building Permit (if necessary)
- Generator Permit (if necessary)
- Covenant of Indemnification
- Food/Beverage Vendor Application
- Vendor list (electronic version from Tax & License is best)

Information needed in addition to application packet provided:

- A summary of the event
 - For example: 1-2 paragraphs of what the event is, what vendors will be present, how many people expected to attend, signs that will be displayed, contact person who will be on-site during event and any other information that is pertinent to the event.
- Written permission from property owner
- Copy of Proof of Insurance for property
- Site plan of the property

If you have questions regarding the application contents, please contact Alyssa Yanez (480)782-4345 or Jamie Brzuchalski (480)782-4321.



Chandler • Arizona
Where Values Make The Difference

Building Permit Application

STAMP

City Permit No.

Date		Applicant/Applicant's Representative (contact for questions, plan pickup, etc.)			Phone Number		
E-Mail Address (Optional)			Trust Account: <input type="checkbox"/> Yes <input type="checkbox"/> No		Trust Account Number		
Permit Type:		Commercial:		Residential:		Other:	
		<input type="checkbox"/> Site Plan <input type="checkbox"/> Tenant Improvement		<input type="checkbox"/> Custom <input type="checkbox"/> Remodel		<input type="checkbox"/> Standard Plan No.: _____ Elevation: _____ <input type="checkbox"/> Pool/Spa <input type="checkbox"/> Gas/Elect <input type="checkbox"/> Water Meter	
Project Address				City, State, Zip			
Project Name							
Description of work to be performed							
Construction Area S.F.		Pool S.F. (pool permit)		Type of Construction (e.g. I, II, III, IV, V)		No. of Stories	Occupancy Class
Assessor's Parcel No.		Subdivision/Shopping Center Name				Lot No.	
Property Owner Name				Phone Number		Fax Number	
Mailing Address				City, State, Zip Code			
Contractor Name (Please Sign Below)			City Sales Tax No.		Phone Number		Fax Number
Mailing Address				City, State, Zip Code			
Water Meter is:		Domestic Meter Size		Landscape Meter Size		Service Line Size	
<input type="checkbox"/> New <input type="checkbox"/> Existing		<input type="checkbox"/> Inside City Limits <input type="checkbox"/> Outside City Limits					
Name				Phone Number			
Billing Address				City, State, Zip Code			
Applicant/Applicant's Representative/Owner's Signature			Date		Total Construction Valuation (bid price, if applicable):		
I am Currently a Licensed Contractor: (This section must be filled out by contractor or have a qualifying exemption)							
Name: _____		Falsification of information on this document for the purpose of evading State Licensing laws is a Class II misdemeanor pursuant to A.R.S. State Statutes 13-2704. See back of this form for state statute regarding contractor licensure and exemptions.			ROC License #: _____		
Signature: _____					License Class: _____		
Date: _____					<input type="checkbox"/> I am claiming an Exemption (See back)		

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

Transportation and Development Department
Development Services Division
215 E. Buffalo St., Chandler Arizona 85225

Telephone: (480) 782-3000
Fax: (480) 782-3055
www.chandleraz.gov
Form No: UDM-075/Building
Rev: 6-17-11

COVENANT OF INDEMNIFICATION

Purpose. The undersigned applicant ("Applicant") intends to sponsor a Special Event, as that term is defined in Chapter 32 of the Chandler City Code, and has made application with the City of Chandler for a Special Event Permit in order to do so. Applicant's Special Event is identified and described in the application form submitted by the Applicant requesting the issuance of the Special Event Permit. Applicant provides this Covenant of Indemnification in connection with the request for the Special Event Permit. It is intended to be attached to the application form, but will be deemed in effect if fully and properly executed regardless of whether or not it is physically attached to the form.

Commitment of Indemnification. Applicant covenants and agrees to indemnify, defend and hold harmless the City of Chandler, its officers, employees and agents, individually and collectively, from and against any and all losses, claims, demands, suits, actions or proceedings of any kind or nature, payments and judgments, expenses, attorneys fees, defense costs, or actions of any kind or nature resulting from personal injury (including bodily injury and/or death) to any person (whether an individual or legal entity) or from damages to property, which results from, arises out, or is claimed to have resulted from or arisen out of, the activities or any portion of the activities that comprise the Special Event for which Applicant has applied for and been issued a Special Event Permit.

Reliance. This Covenant of Indemnification, including the commitment of indemnification stated above, is provided for the purpose of inducing the City of Chandler to issue the Special Event Permit requested by Applicant, and is intended as a statement of commitment upon which the City of Chandler, its officer, employees and agents, can reasonably rely, and Applicant understands that the City of Chandler, its officer, employees and agents do in fact rely upon this Covenant of Indemnification in issuing the Special Event Permit.

Survival. This covenant of indemnification shall survive the termination, cancellation or expiration of the Special Event Permit.

APPLICANT: _____

Dated: _____

By: _____

Its: _____



QUICK REFERENCE GUIDE FOR EVENT/FOOD VENDORS



- 1) No cooking under a tent or canopy.
 - a) Except: A "cooking tent" may be used however there will be "no serving" or "eating" of food in this tent by the public. This tent shall be located a minimum of 20 feet away from other tents and canopies. Most tents/canopies at Special event do not comply with this requirement.
- 2) A safe working distance of not less than 5 feet shall be maintained between tents/canopies that serve food to the public.
- 3) At least one fire extinguisher that has a minimum UL rating of 2A-10BC shall be available in all food tent or canopy. A Class "K" type shall be required when grease-laden vapors are present (used).
 - a) The extinguisher(s) must have a "current inspection within the last year".
 - b) Inspection tag shall be affixed to the fire extinguisher by an independent fire servicing company.
- 4) Trailers/mobile vans that produce grease-laden vapors shall have a fire suppression system installed over the cooking area and a class "K" type extinguisher.
 - a) The fire suppression system shall have a current tag affixed to the manual pull handle showing that it has been serviced in the past 6 months
 - b) The extinguisher shall have a current tag affixed to the fire extinguisher showing that it has been serviced within the last year.
 - c) Inspection tags shall be affixed to the fire suppression/fire extinguisher by an independent fire servicing company.
- 5) Propane tanks shall be secured (outside of the canopy or tent) to prevent the tanks from falling or being knocked over. They can be placed in cages or tied to stakes driven into the ground.
- 6) Protection shall be provided to prevent the general public from coming in contact with a cooking flame or hot surface of the cooking equipment.
- 7) All flame(s) and hot surfaces shall be cool prior to moving or storing the cooking equipment overnight or prior to packing up to leave the event.
- 8) Generators shall be fenced off or not accessible to the public. This includes light towers. Generators over 5kw shall be grounded by a qualified individual. The promoter/event coordinator shall be responsible for ensuring generators are grounded and secured from public contact.

Maricopa County Environmental Health Service requirement shall be followed as well you can view their information on their website at <http://www.maricopa.gov/EnvSvc/EnvHealth/SpecialEvents/Default.aspx> or call their for more information at (602) 506-6978.

If you have any question or need further details of the requirements please phone 480-782-2121.





FOOD/BEVERAGE VENDOR APPLICATION

Please complete all information; do not leave any spaces blank.
Incomplete applications will not be processed.

Event: _____

Event Date(s): _____

Event Time(s): _____

Event Location/Address: _____

Vendor Information

Applicant's Name: _____

Applicant's Phone Number: _____

Applicant's Email Address: _____

Company/Business Name: _____

Company/Business Address: _____

Company/Business Event Day Contact Name: _____

Company/Business Event Day Contact Cell Phone: _____

Description of Operation *If your answer is yes, complete the subsections next to the questions*

Cooking in a Trailer/Mobile Van/Food Truck	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Complete Fire Extinguisher "K" & Fire Suppression System)
Cooking on/in Griddle, Fryer (deep fat), Stove	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Complete Fire Extinguisher "K")
Cooking on Grill	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Complete Fire Extinguisher Dry Chemical)
Cooking on/in Steamer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(WITH PROPANE - Complete Fire Dry Chemical)
Any other Open Flame used	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Complete Fire Extinguisher Dry Chemical)
Sales of Food/Drink Items ONLY	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

****Attach a Sketch or Photo of the Operations' Set-Up (the more detail the better)****

FIRE EXTINGUISHERS

- Class "K" Type Fire Extinguisher Required for all Cooking with grease laden vapors.
- 2A10 BC-5lb Dry Chemicals Type Fire Extinguisher Required for all other open flames.

Date of Last Service for Class "K": _____

Date of Last Service for Dry Chemical: _____

FIRE SUPPRESSION SYSTEM (ANSUL SYSTEM)

- Trailers/Mobile Vans/food trucks that produce grease-laden vapors shall have a fire suppression system over the cooking area.

Date of Last Service for Fire Suppression System: _____

VENDOR

Mail or hand deliver (ADDRESS BELOW) your completed application to your Event Producer.

Application Deadline to Event Producer: _____

Producer's Address: _____



City of Chandler
 Neighborhood Resources, Code Enforcement
 235 S. Arizona Ave. Chandler, Arizona 85225 Phone (480) 782-4320 Fax (480) 782-4350

Generator Permit Application

Project Address	Business Name		Permit Number	
	Date of request			
Project Address	Address	City	State	Zip code
		Chandler	Arizona	

Requesting Party	Name		Type	
	Mailing Address		City	State
	Home Phone <input type="checkbox"/> Best to reach me		Work Phone <input type="checkbox"/> Best to reach me	
		Email address		
		<input type="checkbox"/> Owner <input type="checkbox"/> Manager <input type="checkbox"/> Employee		

From	Date	Date	Comments:
	Times	Times	
To			

↓ Please Complete ↓

Fuel Source	<input type="checkbox"/> Diesel <input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Other _____
Fuel Tank Capacity	
Is the fuel tank attached to the generator, or is the fuel tank separate?	<input type="checkbox"/> Attached <input type="checkbox"/> Separate
How will the fuel tank be refilled?	<input type="checkbox"/> Event not long enough to require refill of tank <input type="checkbox"/> Answer:
How long will the generator be in place?	
Wiring methods	<input type="checkbox"/> Conduit size _____ <input type="checkbox"/> Wire type _____ <input type="checkbox"/> Conduit type _____ <input type="checkbox"/> Multi Conductor _____ <input type="checkbox"/> Burial depth _____ <input type="checkbox"/> Cable size _____ <input type="checkbox"/> Wire size _____ <input type="checkbox"/> Cable type _____
Hours of operation	
Site Plan (Required)	Show where the generator will be located and what it will be connected to.

Conditions of Approval		
Permit Application has been <input type="checkbox"/> Approved <input type="checkbox"/> Denied.	Issued Date	Approved by:
	Dates permit approved for:	
Conditions: <ul style="list-style-type: none"> Free-standing generators shall not be located within 10 feet of combustible walls, or other combustible material. Combustible rubbish or vegetation shall be kept clear of generator. Ground rods are required 	Received by:	Date: