



**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

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

|                          |                            |       |                  |       |  |
|--------------------------|----------------------------|-------|------------------|-------|--|
| <b>Event Information</b> | Event Name                 |       | Address of event |       |  |
|                          | Responsible Party at Event |       |                  | Phone | Cell Phone   |
|                          | Event From                 | Date  | Event To         | Date  | Type of Event<br><input type="checkbox"/> Special Sales Promotion<br><input type="checkbox"/> Arts & Crafts<br><input type="checkbox"/> Short Term Seasonal (Christmas trees, Pumpkins, etc)<br><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   | <b>Code Enforcement</b>  |
| <input type="checkbox"/> Alcohol served <input type="checkbox"/> Traffic congestion <input type="checkbox"/> Amplified music or voice - Time:   | <b>Police Department</b>   |
| <input type="checkbox"/> Tent _____ Sq. Ft. <input type="checkbox"/> Canopy _____ Sq. Ft. <input type="checkbox"/> Entrance/Exit blocked or restricted <input type="checkbox"/> Stage   | <b>Fire Department</b>   |
| <input type="checkbox"/> Hook up to on site utilities (water, electric) <input type="checkbox"/> Generator ( <i>Additional paperwork required</i> )   | <b>Building Department</b>   |
| <input type="checkbox"/> Special parking <input type="checkbox"/> Temporary fencing <input type="checkbox"/> Port-A-Johns <input type="checkbox"/> Additional parking   | <b>Site Development</b>  |
| Do you have a current AZDOR Tax License (TPT) <input type="checkbox"/> No <input type="checkbox"/> Yes License #:   | <b>Tax &amp; Licensing</b>   |
| <input type="checkbox"/> Event requires City services and/or takes place at City facility, on public property or in public right of way ( <i>Example: City street, alley, sidewalk to be used or impacted, or using city facility</i> ) | <b>Community Services</b>  |
| <b>Additional permits, licenses, or inspections may be required (Contact the listed agency)</b>   |  |
| <input type="checkbox"/> Pyrotechnics <input type="checkbox"/> Tent _____ Sq. Ft.<br><input type="checkbox"/> Canopy _____ Sq. Ft. <input type="checkbox"/> Open Flame<br>Carnival, Rides or Trade shows                                | <b>Additional application and permit fees required</b><br><b>Contact Fire Department for Application 480-782-2121</b><br><i>*Must submit Flame Retardant Certificate with paperwork</i>  |
| Will you have outside vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Will there be alcohol? * <input type="checkbox"/> Yes <input type="checkbox"/> No<br>( <i>Additional paperwork required</i> )                | City of Chandler Licensing, Tax & Utility 480-782-2299 #1<br>*City and State license required for alcohol. ( <i>6 weeks notice required</i> )<br>State forms can be found at <a href="http://www.azll.com/applications.htm">http://www.azll.com/applications.htm</a> |
| <input type="checkbox"/> Food sales <input type="checkbox"/> Food preparation<br>( <i>Additional paperwork required</i> )   | Maricopa County Environmental Services Department<br>Environmental Health Services Division<br>(602) 506-6970 <a href="http://www.maricopa.gov/envsvc/envhth.asp">www.maricopa.gov/envsvc/envhth.asp</a>   |

| 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