



CITY OF GLENDALE
Fire Marshal • Building Safety • Planning • Tax & License
APPLICATION FOR MINOR & MAJOR EVENTS

5850 West Glendale Avenue
2ND Floor Development Services Center
Glendale, Arizona 85301
(623) 930-2800

Date Filed:

(must be 12 COG business days before 1st day of event or 300% permit fee may apply) Zoning District

Taken By/Sent to: (Name) minormajorevent@glendaleaz.com Project No. (Internal Use Only)

- EVENT INFORMATION (check all that apply):
Outdoor assembly event (on private property) Exhibit/Trade show
Temporary Extension of an Existing Building Professional Sporting Event Tent or Canopy Tent is >400 sf
Canopy (75% open) is >1200 sf used for Assembly Car, RV, Vehicle show Vehicle display (annual or one time)
Vehicle demonstration Bleachers, Stages, Platforms, Lighting Towers Generators >20 KW Fireworks,
Pyrotechnics or Lasers Exterior Cooking Liquor served Sale of goods Sale of goods is related to seasonal,
cultural, traditional or community activity Graduation Ceremony/ Prom Event Events at public facilities (city parks or
recreation facilities, city streets, city parking lots & city rights-of-way require a separate permit application to City of Glendale Marketing
Department, address, e-mail address, etc. 30 days prior to event).

Check here if application has been filed with Marketing

EVENT NAME:

Event Coordinator Name: Phone:

Event Coordinator E-mail:

APPLICANT INFORMATION:

Name: Phone: Fax:

Business Name or Organization:

E-Mail Address: Mailing Address:
City: State: Zip Code:

Property Address: Location:

Existing Use:

(Applicant Signature)

(Date)

PROPERTY OWNER:

Name: Phone: Fax:

Address: City: State: Zip Code:

I GIVE AUTHORIZATION TO:

Name: Phone: Fax:

Address: City: State: Zip Code:

(Print or type name of owner of record)

(Owner of record signature)

(Date)

CITY OF GLENDALE * 5850 WEST GLENDALE AVENUE * GLENDALE, ARIZONA 85301-2599 * (623) 930-2800

Application must be submitted a minimum of 12 COG business days prior to the event.

INTERNAL USE ONLY	<input type="checkbox"/> Completed Application (Original) <input type="checkbox"/> Special Event Information <input type="checkbox"/> Site Plan (4 copies) <input type="checkbox"/> Floor Plan (4 copies) <input type="checkbox"/> _____ <input type="checkbox"/> _____ Application Fee (non refundable: <input type="checkbox"/> FM \$40 <input type="checkbox"/> DSC \$ <input type="checkbox"/> BS \$ <input type="checkbox"/> PLNG \$ <input type="checkbox"/> T&L \$ Zoning District: _____ Council District: <input type="checkbox"/> Barrel <input type="checkbox"/> Cactus <input type="checkbox"/> Cholla <input type="checkbox"/> Ocotillo <input type="checkbox"/> Saguaro <input type="checkbox"/> Yucca	Fire Marshal (FM): Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Date _____ DSC: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Date _____ BS: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Date _____ Planning: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Date _____ T&L: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Date _____ Conditions of Approval: _____ _____ _____ _____
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SPECIAL EVENT INFORMATION

Event Date From: To: _____ (1st day of event) (Last day of event)
 Event Hours From: To: _____ (Include am/pm)

Load in time and date: _____ **Load out time and date:** _____

Responsible Person Contact Information--Name: _____

Business Phone: _____ **Cell Phone:** _____

E-mail: _____ **Other contact info:** _____

Responsible for Clean-Up-- Name: _____ **Phone:** _____ **Fax:** _____

Proposed Area (sq. ft.): _____ **# of Employees:** _____ **Maximum # on one shift:** _____

What are the estimated attendance totals? _____ **If applicable, estimates per show/event day:** _____

Is this special event related to a specific seasonal, cultural, traditional or community activity? Yes No
 If yes, which type of activity? _____

Will there be live music? Yes No If yes, what type? (Band, DJ, etc.) _____

Will the event occupy part of the parking lot? Yes No If yes, how many spaces? _____ How many remain? _____

Will there be fencing? Yes No If yes, what type? _____ How tall? _____ How many exits? _____

Will you be setting up a tent? Yes No If yes, how many? _____ What size (sq. ft.)? _____ OR _____ ft. X _____ ft.
 Will the tent have enclosed sides? Yes No If yes, how many sides will be down? _____

Will you be setting up a canopy? Yes No If yes, how many? _____ What size (sq. ft.)? _____ OR _____ ft. X _____ ft.
 (A canopy is 75% open; otherwise, it is considered a tent.)

Will the event bring/need a generator for power? Yes No If yes, will the generator be 20KW or larger? Yes No
 If yes, a separate permit will be issued through the Building Safety Dept.
 What appliances will it power? _____

Will the event include fireworks, pyrotechnics, flame effects, or lasers? Yes No If yes, a separate application is required to be submitted by the AZ licensed fireworks/pyrotechnics company.

Will there be any vendors? Yes No If yes, how many?
What type?

Security Provisions:

Sanitary Facilities Provisions:

Refuse Containment & Collection Provisions:

Signage Proposed:

Other Comments:

APPLICATION GUIDELINES

Submitted plans shall accurately represent the actual site plan, seating arrangement, booth/or display arrangement, event activities, electrical power provisions, etc.

1. Events Plans, information sheet and permit application shall be submitted one of two ways:
 - (a) Submit 4 copies of the event plans, and complete the City of Glendale Application for Minor & Major Events to the Development Services Center (DSC), which is located on the second floor of City Hall, 5850 West Glendale Avenue. The counter is open between 8:00 am and 5:00 pm, Monday through Friday, except for City observed holidays. DSC personnel checks the plans in, assigns them a plan review number and routes them to the appropriate departments, as needed
OR
 - (b) Electronically mail the event plans and City of Glendale Application for Minor & Major Events to minormajorevent@glendaleaz.com. **Note:** Due to the size and complexity of some events, electronic submittals may not be acceptable. Please contact the Fire Marshal's Office special events plan reviewer for information regarding electronic submittals at (623) 930-3401.
2. If a tent over 400 square feet (regardless of use) or a canopy over 1,200 square feet (used for assembly [gathering] of more than 50 people) will be used, a Fire Permit will be issued.
3. Generators over 20KW (kilowatt) will be require a Building Safety Permit. Identify on the Application the number of generators and show their location on the site plan. If electrical power is to be provided, a separate electrical permit will be issued.
4. If the event includes fireworks, pyrotechnics (indoor fireworks), flame effects, or lasers, a separate permit is required for this activity. Include this information on the City of Glendale Application for Minor & Major Events. The Arizona licensed company providing the fireworks, pyrotechnics, flame effects or lasers shall submit a separate application for the show. For more information, refer to the [Guide to Minor & Major Events](#) for Fire Marshal, Building Safety, Planning and Tax & License Permit Requirements.
5. The activity may not interfere with pedestrian access ways, fire lanes, required parking spaces, driveways, landscape areas, or traffic visibility at driveway entries and street intersections; and

6. The temporary event shall be approved by the Planning Department in accordance with Section 7.503 of the Zoning Ordinance.
7. A sales tax license is also required for outdoor sales by businesses not currently licensed in the City of Glendale. The Special Event permit must be approved prior to license application. Additional information or licensing requirements is available from the Finance Department 623-930-2220.
8. A temporary event is approved by the Planning Director in accordance with Section 7.503 of the Zoning Ordinance.
9. The temporary sale or display of other goods and services may be allowed in the C-1, C-2, C-3, M-1 and M-2 zoning districts under certain conditions. Please verify zoning before submitting the application. To determine zoning areas go to http://www.glendaleaz.com/planning/zoning_atlas_maps.cfm

The Application for Minor & Major Events can be obtained:

- on line by clicking [Application for Minor & Major Events](#) OR
- from the Fire Marshal's Office. Call (623) 930-3401 to request an application be mailed to you, OR
- pick up an application at the City of Glendale Development Services Center (DSC) counter on the second floor of City Hall at 5850 W. Glendale Avenue, Glendale, Arizona, 85301.

The application shall be submitted a minimum of 12 COG business days prior to the event. Click [here](#) for a list of COG holidays.

Fees

The fees for permits are based on the current council approved adopted fee schedule as prescribed by the relevant resolution. To view the current fee schedule go to

www.glendaleaz.com/buildingsafety/documents/CommunityDevelopmentFeeSchedule7-07.pdf

For more information, the following link provides information to familiarize promoters, sponsors and vendors with information about specific types of events. For questions which have not been covered here, contact the Fire Marshal's Office special events plans reviewer at (623) 930-3401.

The City of Glendale [GUIDE TO MINOR & MAJOR EVENTS](#) for Fire Marshal, Building Safety, Planning and Tax & License Permit Requirements will provide information regarding:

- Special Event General Requirements
- Exhibits, Trade Shows and Concert Requirements
 - Vehicle Displays at Exhibits, Trade Shows and Concerts
 - Cooking & Warming Devices
 - Bleachers, Stages, Platforms, Lighting Towers or Similar Temporary Structures
 - Electrical – Exhibits/trade Shows & Concert Requirements
 - Electrical Requirements for Stages
 - Generators
 - Electrical Requirements for Tents/Enclosures
 - Special Permits Required
- Outdoor Event Requirements
- Tents, Canopies & Temporary Membrane Structure Requirements

- Electrical Requirements for Tents/Enclosures
- Exiting for Tents, Canopies & Temporary Membrane Structures
- Seating, Bonding of Chairs, Arrangements

- Portable Exterior Cooking in Tents, Canopies & Temporary Membrane Structure Requirements

- Fireworks, Pyrotechnics, Special Effects and Lasers Requirements, Outdoor & Indoor