



POLICE DEPARTMENT – Special Investigations Section
FIRE DEPARTMENT – Fire Prevention Section
PDSD – Zoning Administration

EXTENSION OF PREMISES / PATIO PERMIT

Type of permit: (Please check one) Temporary Permanent

Applicant Name: _____ Contact Phone: _____

Mailing Address: _____

Business Name: _____ Business Phone: _____

An indoor or outdoor gathering of persons may have an adverse impact on public safety through diminished access to building, structures, fire hydrants and fire apparatus' access roads. Where such gatherings adversely affect public safety services of any kind, a plan for the provision of an approved level of public safety shall be provided. Any alterations to submitted plans may result in citations.

A SITE PLAN TO SCALE SHALL BE SUBMITTED WITH APPLICATION TO INCLUDE:

EXTERIOR

- Parking Areas
- Public Streets and Avenues
- 20' width Fire Department access lanes (a maximum distance of 150' from fire access lanes to the farthest exterior portion of all buildings shall be provided)
- Fire Department sprinkler and standpipe connections (shall be clear of obstructions)
- Fire hydrants (shall be clear of obstructions)
- Fences / Premise Extension (knowledgeable personnel in the operation of exiting shall be permanently stationed throughout the event at all gates)

INTERIOR

- Exit discharges (legal egress) to public way – a clear width and height of 10' Appropriated to public
- All entrances and exits
- Security points
- Serving areas
- Tables and chairs
- Stage area
- Sanitation facilities

BUILDING OCCUPANT LOAD (This section to be completed for indoor events only. Please attach a copy of occupant load certificate to application.)

Building Occupant Load: _____

- Occupant load for the building shall be maintained at all times.
- Premise extension security shall be provided for occupant load control into building to prevent overcrowding.
- One way in and one way out of building is the only way to keep an accurate count of the legal occupant load. Mechanical or hand counters shall be used.

Applicant Signature

Date