



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



Office of the City Clerk
255 W. Alameda
P.O. Box 27210
Tucson, AZ 85726-7210

EXTENSION OF LICENSED PREMISES / PATIO PERMIT

Applications for Extension of Premises must be received by the Tucson City Clerk a minimum of forty-five (45) days before the date of the proposed use in order to be considered by the Zoning Examiner.

IMPORTANT INFORMATION FOR EXTENSION OF LICENSED PREMISES/PATIO PERMIT ON PERMANENT CHANGES

It is oftentimes necessary to delay or deny this type of application due to zoning restrictions. Most problems are attributed to parking availability and/or landscaping. Therefore, increasing additional service area to your location may increase the amount of parking spaces that may be required for your permit.

Be advised, that the granting of an extension of premises / patio permit does not guarantee the issuance of a building permit, nor does the issuance of a building permit guarantee the granting of an extension of premises / patio permit.

It is strongly recommended that you obtain a zoning clearance before initiating this application. For additional information on zoning issues, please contact the department of Development Services at 791-5550.

**THE GRANTING OF THIS PERMIT DOES NOT EXEMPT THE
APPLICANT FROM THE CITY OF TUCSON'S ORDINANCE FOR
EXCESSIVE NOISE AND UNRULY GATHERINGS.**

(Tucson City Code Chapter 16, Article IV, Sections 16-30 through 16-34)

GUIDELINES FOR EXTENSIONS OF PREMISES

- A. Any person applying for a temporary extension of premises must make application with the City at least forty-five (45) days prior to the date of the planned event.
- B. The Zoning Examiner may consider the following criteria in determining whether to recommend approval or disapproval of a temporary or permanent extension of premises:
 - 1. A review of liquor law violations, if any, within the past twenty-four months.
 - 2. An event site floor plan provided by the applicant that includes:
 - a. Identification of the areas where alcohol will be stored and sold/served.
 - b. Access points such as entrances, exits, gates, etc.
 - c. The dimensions of the area proposed for the extension.
 - 3. Designation of on-scene supervision by the applicant or an appropriate designee (applies to temporary extensions).
 - 4. Controlled entrance and exit to the extension of premises by fencing or by barricading the area.
 - 5. Staffing at every gate, entrance or exit by security personnel or an employee not involved in the handling of liquor or food.
 - 6. Consideration of the negative impact of traffic on surrounding streets, neighborhoods and businesses.
 - 7. The potential impact on surrounding neighborhoods and businesses due to noise and amplified sound systems.
 - 8. Provision of adequate sanitation facilities.
 - 9. Compliance with all special permit requirements, whether zoning is proper, whether parking is adequate for the change in use.
 - 10. Access provided to the appropriate agencies and/or departments for visual inspection of the site prior to the event (applies to temporary extension of premises).
- C. It is not the responsibility of the Police Department or the Planning Department to ensure that necessary compliance with the guidelines occurs.