



**TUCSON FIRE DEPARTMENT**  
 300 S. FIRE CENTRAL PLACE  
 TUCSON, AZ 85701

**For OFFICE Use Only**

**Fee:** \_\_\_\_\_  
**Paid:** \_\_\_\_\_

## FIRE CODE OPERATIONAL PERMIT APPLICATION

**APPLICATION DATE:** \_\_\_\_\_

\* Each permit type requires a separate application

Please indicate which type of Fire Code Operational Permit

- Appeal
- Aerosol Products
- Amusement Buildings
- Aviation Facilities
- Carbon Dioxide Systems Used in Beverage Dispensing
- Carnivals and Fairs
- Cellulose nitrate film
- Combustible dust-producing operations
- Combustible Fibers
- Compressed Gases
- Covered and Open Mall Buildings
- Cryogenic Fluids
- Cutting and Welding
- Dry Cleaning
- Exhibits and Trade Shows
- Explosives, Fireworks displays
- Flammable and Combustible Liquids
- Floor Finishing
- Fumigation and Insecticidal Fogging
- General Inspection
- Hazardous Materials (above exempt amounts)
- HPM – Hazardous Production Materials Facilities
- High-Piled Storage
- Hot Work Operations
- Industrial Ovens
- Liquid or Gas-fueled Vehicles/Equipment in assembly bldgs.
- LP-Gas
- Lumber Yards and Woodworking Plants
- Magnesium
- Miscellaneous Combustible Storage

- Mobile Food Preparation Vehicle
- Open Burning
- Open Flames, Torches and Candles
- Organic Coatings
- Places of Assembly, Occ-Load \_\_\_\_\_
- Plant Extraction Systems
- Private Fire Hydrants
- Pyrotechnic Special Effects Material
- Pyroxylin Plastics
- Refrigeration Equipment
- Repair Garage and Motor Fuel-dispensing Fac.
- Rooftop Heliports
- Special Event
- Non-profit \_\_\_\_\_
- Spraying or Dipping Operations
- State Licensed Facility-**Annual Inspection**  
Number of Beds \_\_\_\_\_
- State Licensed Facility-**Triennial Inspection**  
Number of Beds \_\_\_\_\_
- State Licensed Facility-**Day Care/Preschool**  
Number of Persons \_\_\_\_\_
- State Licensed Facility Inspection- **Other Type**  
\_\_\_\_\_
- Storage of Scrap Tires and Tire Byproducts
- Tents** and Temporary Membrane Structures  
# of Tents requiring permit \_\_\_\_\_  
**Set-up Date:** \_\_\_\_\_  
Private Residential Party \_\_\_\_\_
- Tire-rebuilding plants
- Waste Handling
- Wood Products

**(All Fields Required)**

**Project Address:** \_\_\_\_\_ **Business Name:** \_\_\_\_\_

**Description of Work/Event:** \_\_\_\_\_

Date of Event: \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_ **TFD Inspector:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Phone/Cellular:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Replied:** \_\_\_\_\_

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## Fire Code Operational Permit Submittal Criteria

To better serve you and to expedite the permit application and review process please provide a complete permit package at the time of submittal. Permit Applications and Plans may be submitted electronically (see below), or via Mail (provide return envelopes and postage) to: Tucson Fire Department, Attn: Permit Desk, 300 S. Fire Central Place, Tucson, Arizona 85701.

**Permit desk hours: M thru F, 8:00–11:00 a and 1–4:00 p**

**Electronic Submittal:** You will find a downloadable [TUCSON FIRE CODE OPERATIONAL PERMIT APPLICATION](https://www.tucsonaz.gov/fire/permits-recalls-resources) at: <https://www.tucsonaz.gov/fire/permits-recalls-resources> . Once you have filled out the application, save to your computer and send (along with any other required items (IE. Site plans) then attach/send them from that file location to: [TFD-Permit-Submittal@tucsonaz.gov](mailto:TFD-Permit-Submittal@tucsonaz.gov)

After review, TFD will provide you an Permit Number and required fees by email. You may pay with a Credit Card, Check or use your APA account at Tucson Fire Central, 300 S. Fire Central Place, Tucson, Arizona 85701. **(SORRY, NO CASH IS ACCEPTED AT FIRE CENTRAL)**. A Technology/Archive fee of \$16.50 or 1% of the total fee whichever is greater is charged on all permits.

For cash payments, go to the Planning and Development Services Department located at 201 N. Stone Ave., Tucson, AZ, after you have received your Permit Number. **All Fees MUST be paid prior to permit issuance.**

### NOTES:

**Permit applications without the applicable information will be returned:**

- **A fully completed permit application** - All applicable areas need to be filled in *including* the “Description of Work/Event” field.
- A completed HMIS (Hazardous Materials Inventory Statement) is required for all Flammable or Combustible Liquids permits, **and hazardous materials permits.**
- Site Plans and Floor/Seating Plans are required for Places of Assembly permits (Events), Carnivals and Fairs, and Exhibition and Trade Shows.
- For CO2 Systems, provide three sets of shop drawings and all cut sheets for the entire system. Plans must be of a quality clear enough to scan/microfilm. Plans shall show intended use of all rooms. Name of project, job address, and the name of the person who is designing the system must be on all sheets.
- Storage plans and associated fire sprinkler density calculations are required for High-Piled or Miscellaneous Storage Permits.
- Tents and Temporary Membrane Structures require a Site Plan (to scale). A Seating/Floor Plan is also required when the occupant load is 50 or more.
- Additional items may be required by TFD during review.

**Permits shall be obtained prior to re-inspection.\***

***\*If the work begins on a new installation before a permit is issued, a double fee will be charged and a Citation may be issued.***

**TFD will notify you via EMAIL of the status of your Permit Application.**

**To contact the Inspector assigned to you (noted on paperwork), call 520-791-4502  
Contact Marshal 34 at 520-837-7108 for Event and Tent inquires.**

**For questions pertaining to completion of the permit process call: (520) 837-7128;  
8:00 am to 5:00 pm Mon-Fri.**