

City of Aurora



Aurora Fire Department | Fire Prevention Bureau | Christopher Temes, Fire Marshal
77 S. Broadway, Ste. 270 | Aurora, IL 60505-3305
Office: (630) 256-4130 | Fax: (630) 256-4139 | Email: fpb@aurora.il.us

Application for Assembly Operational Permit Section 105.6.4

MUST BE SUBMITTED TWO WEEKS PRIOR TO EVENT

Permit Type Normal Special Event Fair Circus Carnival Special Amusement

Date (s) of Event _____ Event Hours: _____

Event Name _____
Applicant Name _____ Email: _____
Address: _____ Phone #: _____

Above Grade _____ Below Grade _____ At Grade _____ Outside _____

Over 300 _____ Over 1000 _____ Occupant Load Posted Yes _____ No _____

Method to determine number of occupants' present:

Ticket Sales: Door _____ Presales _____ Both _____ Other _____

Fire Alarm Yes _____ No _____ Sprinkler System Yes _____ No _____ Voice Evac. Yes _____ No _____

Will a tent be used? Yes _____ No _____ *Separate building permit may be required. Size of tent : _____
(Attach separate sheet for additional tents) ***NOTICE: No smoking, no combustibles (hay, straw, and like materials), and no open flames allowed inside tent or within twenty (20) feet of the tent.**

Number of exits: _____ Electric exit signs: Yes _____ No _____ Emergency Lights: Yes _____ No _____
Extinguishers present: Yes _____ No _____ How will electrical power be supplied? _____

Live Entertainment? Yes _____ No _____ N/A _____ Stage: Permanent _____ Temporary _____ None _____

The following documents are required for all assembly uses (attach all copies)

- Provide site plan – indicating lot lines, parking, buildings, tents, streets, and vendors
- Provide information on emergency evacuation plan and fire safety plan
- Seating Plan
- Crowd control manager(s) name (1 per 250 occupants) and certificates
For class go to: <https://crowdmanagers.com/training>
- Letter from property owner- permission for use of land

All requests for drawings may be on one plan, add all detail and be specific.

The above information is true to the best of my knowledge. Submitting false or incorrect information may result in permit being revoked.

Applicant Printed Name: _____ Signature: _____ Date: _____

Office Use

Site Plan Evacuation Plan Fire Safety Plan Seating Plan Crowd Control Occupant Load