

# Aurora Fire Department

Fire Prevention Bureau.

5 E. Downer Pl. #G

Aurora, IL 60505-3305

(630) 256-4130 / Fax (630) 256-4139

Email: fpb@aurora-il.org

Fire Marshal  
Javan Cross

Web: www.aurora-il.org



## Application for Assembly Operational Permit

### Section 105.6.4

Normal Use   Special Event   Carnival   Fair   Circus   Special Amusement  
Circle Type

Event (Business) Name \_\_\_\_\_ Date(s) of Event \_\_\_\_\_  
Location of Event \_\_\_\_\_ Hours: \_\_\_\_\_  
Applicant's Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Cell # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail Address: \_\_\_\_\_

#### Class of Assembly (circle all that apply)

Above Grade \_\_\_ Below Grade \_\_\_ At Grade \_\_\_ Outside \_\_\_

Over 600 \_\_\_ Over 1000 \_\_\_ Occupant load posted? Y \_\_\_ N \_\_\_

Fire Extinguishers present? Y \_\_\_ N \_\_\_ How Many \_\_\_

Kitchen present? Y \_\_\_ N \_\_\_ Liquor License: Y \_\_\_ N \_\_\_ Class of Liquor License: \_\_\_\_\_

No smoking signs posted: N/A \_\_\_ Y \_\_\_ N \_\_\_

Fire Alarm: Y \_\_\_ N \_\_\_ Sprinkler System: Y \_\_\_ N \_\_\_ Hood System: Y \_\_\_ N \_\_\_

Live Entertainment? NA \_\_\_ Y \_\_\_ N \_\_\_ Sometimes \_\_\_ How Often? \_\_\_\_\_

Type: Band \_\_\_ DJ \_\_\_ Other (explain) \_\_\_\_\_

Stage: None \_\_\_ Temporary \_\_\_ Permanent \_\_\_

Will you use a smoke machine? Y \_\_\_ N \_\_\_ Will you use Pyrotechnic Displays? Y \_\_\_ N \_\_\_

Method to determine number of occupants present: Ticket sales: Door \_\_\_ Presales \_\_\_ Both \_\_\_ provide ticket manifest  
Describe \_\_\_\_\_

#### Will a tent be used? Y \_\_\_ N \_\_\_ (Separate building permit may be required)

Size of tent \_\_\_\_\_ Number of exits \_\_\_\_\_ (attach separate sheet for additional tents)

Electric exit signs Y \_\_\_ N \_\_\_ Emergency light Y \_\_\_ N \_\_\_

How is electrical power being supplied? \_\_\_\_\_

**\*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.**

#### Documents required for all Assembly Uses \*(attach copies)

- Provide site plan (indicate lot lines, parking, tents, building, streets, and vendors)
- Provide information on Emergency Evacuation plan and Fire Safety Plan\*\*
- Seating Plan (provide copy)
- Crowd control manager(s) name (1 per 250 occupants. Attach list of names 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 as long as it is clear

#### Presence of Police Officers Required? Y \_\_\_ N \_\_\_

Contact Aurora Police Department 630-256-5700 for requirements.

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

Applicant signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**PERMIT MUST BE SUBMITTED TWO WEEKS PRIOR TO EVENT**

Office Use

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

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Special Event

Carnival

Fair

Circus

Special Amusement

Circle Type

Date received \_\_\_\_\_ Site visit \_\_\_\_\_ Permit approved \_\_\_\_\_ Disapproved \_\_\_\_\_