

# 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