

**Application Form  
Special Event  
Permit**

**Fire Inspections Services  
Regulatory Services**  
250 South 4<sup>th</sup> Street – Room 300  
Minneapolis, MN 55415  
Office 612-673-3000 or 311  
Fax 612-673-3699  
TTY 612-673-2157  
[www.minneapolismn.gov/fis](http://www.minneapolismn.gov/fis)



*Office Use Only*

Permit # \_\_\_\_\_

Amount \$ \_\_\_\_\_

Inspector Initials \_\_\_\_\_ Date \_\_\_\_\_

**FIRE SERVICES PERMIT – SPECIAL EVENT**

ADDRESS OF EVENT (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Apt/Unit#

**APPLICANT**

APPLICANT or BUSINESS NAME (applicant is:  Owner  Contractor  Other)

REPRESENTATIVE NAME (if applicable)

PHONE

OPERATOR NAME

PHONE

ADDRESS (cannot be PO Box or commercial mailing service)

CITY

STATE

ZIP

EMAIL ADDRESS

**EVENT INFORMATION**

EVENT NAME

EVENT START TIME & DATE

EVENT END TIME & DATE

APPROXIMATE SET UP TIME

**PERMIT INFORMATION**

check all that apply – please be aware that events requiring a fire watch require an extra fee

Amusement Building (\$75.40)

Open Flame or Candles in Assembly Area (\$75.40)

Bonfire – one time (\$75.40)

Pyrotechnical Effects (\$150.70)

Controlled Burn (\$75.40)

Exhibits & Trade Shows (\$150.70)

Temporary LP Usage (\$75.40 per tank)

Fireworks Display – outdoor/explosive (\$301.40)

Tent & Other Membrane Structure (\$75.40)

HOW WILL PRODUCT BE TRANSPORTED TO EVENT

HOW WILL PRODUCT BE STORED AT EVENT

**REQUIRED INFORMATION**

the following must accompany the permit application form

<b>FOR EXHIBITS &amp; TRADE SHOWS, TENT &amp; OTHER MEMBRANE STRUCTURES, AND TEMPORARY ASSEMBLY PERMITS</b>	<b>FOR TENT &amp; OTHER MEMBRANCE STRUCTURE PERMITS</b>	<b>FOR FIREWORKS DISPLAY AND PYROTECHNICAL EFFECT PERMITS</b>
<input type="checkbox"/> A detailed floor plan showing the means of egress, seating arrangements, extinguisher placement, and the location and type of heating and electrical equipment. Include the location and separation distance of other nearby structures.	Type of structure: _____ Size of structure: _____ <input type="checkbox"/> Proof of flame-resistant treatment of tent or membrane structure per NFPA 801.	<input type="checkbox"/> Certificate of Public Liability Insurance <input type="checkbox"/> Shooter's License & Minnesota License <input type="checkbox"/> Site Plan

The undersigned hereby agrees that all information on this application is true and correct, and to comply with all applicable city ordinances, state and federal rules, and all orders from Minneapolis Fire Inspections Services.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PAYMENT OPTIONS**

In person at the Minneapolis Development Review counter, Monday through Friday, 9:00 AM to 3:00 PM:

Public Service Center  
250 South 4<sup>th</sup> Street, Room 300  
Minneapolis, MN 55415

By mail, with a check payable to Minneapolis Finance Department, or the below credit or debit card information, mailed to:

Fire Inspection Services  
250 South 4<sup>th</sup> Street, Room 300  
Minneapolis, MN 55415

*MasterCard or Visa only*

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_

By secure fax, with the below credit or debit card information:

*MasterCard or Visa only*

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_

Secure fax to **612-673-3699**