



City of Sanford

Fire Department

Office of the Fire Marshal

Office: 919 Main St. Sanford Maine 04073

Mailing: 972 Main St. Sanford, Maine 04073

firemarshal@sanfordmaine.org

207-324-5293



APPLICATION FOR SPECIAL EVENT PERMIT

Application is hereby made for operation of all exhibits and trade shows, to conduct a Special Event as per NFPA 1-10.15.1; 20.1.4.5.1 and local ordinance. This registration binds the applicant to conform to NFPA 1, NFPA 101, (editions as adopted by ME Fire Code) standards and local ordinances. This registration can be revoked by the Sanford Fire Department Office of the Fire Marshal for failure to follow the above mentioned Codes, Ordinances, and Permitting process.

Completing this application confirms that the applicant understands the above mentioned.

INFORMATION NEEDED:

This application shall be filled out completely and returned to the Sanford Fire Marshal's Office at least 10 days PRIOR to the event.

Please attach a map of the facility or area and the layout of the event. This may be a printed map marked up, or a freehand drawing. Fee must be paid with application.

Date(s) of Event _____

Company Name _____ Company Phone _____ Co.

Fax _____

Applicants Name (Individual) _____ Applicants Phone _____

Applicants Address (where permit will be mailed) _____

Email Address _____

EVENT INFORMATION:

Location (Street Address) of the event: _____

Estimate of how many persons will attend event: _____ Chief Crowd

Manager: _____ Number of Additional: _____

Please note: Crowd Management is required at a ratio of 1 Crowd Manager per every 250 persons

Brief description of the event: _____

Live Music, Alcoholic Beverages, or other special considerations needed?: _____

Cooking or food vendors to be present?: _____

Tents or portable structures to be used?: _____

THIS IS NOT A PERMIT. Fee of \$75.00 per event payable to City of Sanford.