



701 E. Main Street
Lakeland, FL 33801-5038
www.lakelandgov.net/ld

Fire Safety Management (863)834-8201
Facsimile (863)834-8222

Special Events Permit Application

Permit fee payment is due with submittal of application.
Permit fees are not refundable once the application has been processed.
No additional fee required for corrections or revisions.

New Permit <input type="checkbox"/>	Correction to a Permit <input type="checkbox"/>	Revision to a Permit <input type="checkbox"/>
Trade Show: Yes <input type="checkbox"/> No <input type="checkbox"/>	Theme Party: Yes <input type="checkbox"/> No <input type="checkbox"/>	Vehicle: Yes <input type="checkbox"/> No <input type="checkbox"/>
Are Open Flame Devices Being Used? Yes <input type="checkbox"/> No <input type="checkbox"/> (LFD requires a Fire Department Fire Watch for such events.)		
Corrections or Revisions - Original Permit Number:		Original Date:
Note: Corrections occur when a permit has been rejected and revisions occur when changes are made after a permit is issued.		

Name of Event:			
Name of Facility:			
Address of Facility:			
Contact Person:			
Emergency Number:		Cell Phone Contact and Number:	
Decorating Company Name:			
Decorating Company Address:			
Account Executive's Name:			
Account Executive's Phone Number:		Account Executive's Fax Number:	
Multi-Level Booth: Yes <input type="checkbox"/> No <input type="checkbox"/>	Covered Booth: Yes <input type="checkbox"/> No <input type="checkbox"/>	Stage(s): Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other:			
Set Up Date:	From:	To:	
Show Date:	From:	To:	
Number of Booths:	Size of Booths:	Booth Construction Pipe/ Drape:	Booth Construction Other:
If other please describe:			
Facility/Show Manager's Signature:			

Official Use Only

Application received by:	Fee Amount:	Check Number:	Receipt Number:
Reviewer:	Date:	Permit Number:	
Fire Safety Management Stand-by Required			<input type="checkbox"/> Yes <input type="checkbox"/> No