



City of Austin Fire Department, Special Events  
 505 Barton Springs Rd Suite 1070 Austin, Texas 78704  
 AFDSpecialEvents@austintexas.gov



## APPLICATION FOR SPECIAL EVENT PERMIT

- TENT** \$50.00 per applicable tent
- PUBLIC ASSEMBLY** \$200.00
- CARNIVAL/FAIR/FESTIVAL** \$100.00
- EXHIBIT & TRADE SHOW** \$75.00

**A site and/or floor plan is required for all applications.**  
 Applications will not be processed until all associated fees are paid in full.

### EVENT INFORMATION

Event/Venue Name \_\_\_\_\_ Address \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Time(s) \_\_\_\_\_

Date & Time Event will be ready for inspection: \_\_\_\_\_

Circle all that apply: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

### ON-SITE CONTACT INFORMATION

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### BILLING INFORMATION

Contact Name \_\_\_\_\_ Business Name \_\_\_\_\_

Billing Address \_\_\_\_\_ Email Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Billing Phone \_\_\_\_\_

***If the event is not ready for or fails an inspection you may be subject to an after-hours inspection fee.***

**- AFD USE ONLY -**

**DATE RECEIVED** \_\_\_\_\_

**TENT PERMIT**

# of tents \_\_\_\_ x \$50 per applicable tent = \$ \_\_\_\_\_

**Standby Inspector Required ( )Y ( )N \_\_\_\_ hours, number of inspectors required \_\_\_\_**

**After hours Inspection Required ( )Y ( )N**