

# Aurora Fire Department

Fire Prevention Bureau.

5 E. Downer Pl. #G

Aurora, IL 60505-3305

Fire Marshal  
Javan Cross

Web: [www.aurora-il.org](http://www.aurora-il.org)

(630) 256-4130 / Fax (630) 256-4139

Email: [fpb@aurora-il.org](mailto:fpb@aurora-il.org)



## Application for Assembly Operational Permit

### Section 105.6.4

Normal Use Special Event Carnival Fair Circus Special Amusement  
Circle Type

Event (Business) Name Chicago Premium Outlets Date(s) of Event 8/3, 8/17, 8/31, 9/14, 9/21, 10/5  
Location of Event Chicago Premium outlets Hours: 5 pm to 8 pm  
Applicant's Name Melissa Murino Phone # 630-236-2069  
Address 1650 Premium Outlets Blvd  
Cell # 331-454-0567 Fax # 630-236-0036 E-mail Address: melissa.murino@simon.com

#### Class of Assembly (circle all that apply)

Above Grade  Below Grade  At Grade  Outside   
Over 600  Over 1000  Occupant load posted? Y  N   
Fire Extinguishers present? Y  N  How Many   
Kitchen present? Y  N  Liquor License: Y  N  Class of Liquor License: temporary (Cooper's Hawk)  
No smoking signs posted: N/A  Y  N   
Fire Alarm: Y  N  Sprinkler System: Y  N  Hood System: Y  N   
Live Entertainment? NA  Y  N  Sometimes  How Often? 1 act per night  
Type: Band  DJ  Other (explain)   
Stage: None  Temporary  Permanent   
Will you use a smoke machine? Y  N  Will you use Pyrotechnic Displays? Y  N   
Method to determine number of occupants present: Ticket sales: Door  Presales  Both  provide ticket manifest  
Describe Free, open event near reflecting pond

#### Will a tent be used? Y N (Separate building permit may be required)

Size of tent  Number of exits  (attach separate sheet for additional tents)  
Electric exit signs Y  N  Emergency light Y  N   
How is electrical power being supplied? existing electrical service

**\*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.**

#### Documents required for all Assembly Uses \*(attach copies)

- Provide site plan (indicate lot lines, parking, tents, building, streets, and vendors)
- Provide information on Emergency Evacuation plan and Fire Safety Plan\*\*
- Seating Plan (provide copy)
- Crowd control manager(s) name (1 per 250 occupants. Attach list of names 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 as long as it is clear

#### Presence of Police Officers Required? Y N

Contact Aurora Police Department 630-256-5700 for requirements.

The above information is true to the best of my knowledge. False or incorrect information may result in permit being revoked.

Melissa Murino Melissa Murino 6/27/17  
Applicant signature Print Name Date

**PERMIT MUST BE SUBMITTED TWO WEEKS PRIOR TO EVENT**

Office Use

Site Plan  Evacuation Plan  Fire Safety Plan  Seating Plan  Crowd Control  Occupant Load