

# 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 Our Lady of Good Counsel Church Date(s) of Event 9/23/18  
Location of Event 620 S. Fifth St. Aurora IL 60505 Hours: 11:00 am to 7:00 pm  
Applicant's Name Jennifer Dutton for OLCG Phone # 630-851-1100  
Address 620 S. Fifth St. Aurora IL 60505  
Cell # \_\_\_\_\_ Fax # 630-851-4069 E-mail Address: jendutton@att.net

#### 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 5  
Kitchen present? Y  N  Liquor License: Y  N  Class of Liquor License: \_\_\_\_\_  
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? \_\_\_\_\_  
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 \_\_\_\_\_

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

Size of tent 20 x 40 Number of exits \_\_\_\_\_ (attach separate sheet for additional tents)  
Electric exit signs Y  N  Emergency light Y  N   
How is electrical power being supplied? buildings & generators

**\*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.

Jennifer Dutton   Jennifer Dutton   7-18-18  
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