

Aurora Fire Department

Fire Prevention Bureau.

5 E. Downer Pl. #G

Aurora, IL 60505-3305

Fire Marshal
Gary Krienitz

Web: www.aurora-il.org

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

Email: 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 ST. RITA OF CASCIA

Location of Event GROUNDS OF CHURCH

Applicant's Name FR. OSCAR CORTES

Address 770 W. OLD INDIAN TRAIL

Cell # _____ Fax # _____

Date(s) of Event AUG 13, 2017

Hours: 10 AM TO 7 PM

Phone # (630) 292-5918

E-mail Address: _____

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 2

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 _____ Number of exits _____ (attach separate sheet for additional tents)

Electric exit signs Y ☐ N ☐ Emergency light Y ☐ N ☐

How is electrical power being supplied? _____

***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.

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 ☐