



APPLICATION FOR AMUSEMENT ENTERTAINMENT PERMIT

State Form 42235 (R9 / 10-12)
Approved by State Board of Accounts, 2012

Return completed form to:

DEPARTMENT OF HOMELAND SECURITY
DIVISION OF FIRE AND BUILDING SAFETY
FIRE AND BUILDING CODE ENFORCEMENT
302 West Washington Street, Room E241
Indianapolis, Indiana 46204
Telephone: (317) 232-2222
Fax: (317) 233-0307

- INSTRUCTIONS:**
1. If non-exempt, include appropriate fee with this application.
 2. If claiming exempt status, include a valid 501c letter with this application.
 3. Include an updated plan.

FACILITY INFORMATION			
Type of facility <input type="checkbox"/> Theater <input type="checkbox"/> Dance Hall <input type="checkbox"/> Night Club <input type="checkbox"/> Cabaret <input type="checkbox"/> Special Event <input type="checkbox"/> Haunted House <input type="checkbox"/> Assembly Hall <input type="checkbox"/> Roller Rink <input type="checkbox"/> Lodge Hall <input type="checkbox"/> Carnival / Fair <input type="checkbox"/> Gymnasium <input type="checkbox"/> Other (specify) _____			
Name of facility		County	
Address of facility (number and street, city, state, and ZIP code)			
Specific room or floor number		Description of facility	
Closest intersecting street or road		Direction from intersection <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West	
APPLICANT INFORMATION			
Type of applicant <input type="checkbox"/> Owner <input type="checkbox"/> Operator <input type="checkbox"/> Lessee		Name of applicant	Telephone number ()
Address of applicant (number and street, city, state, and ZIP code)			
Name of person to contact for inspection		E-mail address	
Address of contact person (number and street, city, state, and ZIP code)		Telephone number ()	
ANNUAL PERMIT INFORMATION			
Type of permit request (this event will be going on all year, daily, nightly, or weekends) <input type="checkbox"/> Annual Event Endorsement	Dates and hours of event	Occupant load	For renewal, please provide AE # _____
Description of activities / event (Please use additional sheet to list events if needed.)			
SPECIAL ENDORSEMENT INFORMATION			
Type of permit request (one time event additional to annual) <input type="checkbox"/> Special Event Endorsement	Dates and hours of event	Occupant load	AE # _____ you are applying under. (must first have an Annual Permit)
Name of event and description of activities. Use separate sheet if needed.			
EVENT DETAILS			
Is there going to be (check appropriate box): <input type="checkbox"/> Stage: <input type="checkbox"/> Temporary <input type="checkbox"/> Outdoor <input type="checkbox"/> Canopy <input type="checkbox"/> Tent <input type="checkbox"/> Outdoor stage equipment			
APPLICATION CERTIFICATION			
I, or we, _____, hereby certify, under penalty of perjury, that the information contained in this application is true and accurate to the best of my(our) knowledge and belief and that the operation of the place of amusement or entertainment or events described above will conform in every respect and at all times with the laws, rules, and regulations of the Fire Prevention and Building Safety Commission and will not be used for other purposes except as herein stated.			
Signature		Date (month, day, year)	

PERMIT FEES	
Fees are based on occupancy load, effective September 30, 2006.	
1 - 99 persons	\$99.00
100 - 499 persons	\$134.00
500 - 999 persons	\$168.00
1,000 - 4,999 persons	\$203.00
5,000 - 9,999 persons	\$237.00
10,000 persons or more	\$272.00
Special Event Endorsement.....	\$99.00

FOR OFFICE USE ONLY					
Permit number	Fee identification number	Type of permit	Fee amount \$	Type of payment	Year of permit

TENTS AND OTHER MEMBRANE STRUCTURES
ANCHORAGE DOCUMENTATION

Documentation that tents and other membrane structures are roped, braced and anchored to withstand the weather and prevent collapse is required for every tent or membrane structure erected.

Specifically:

Section 3103.9 Indiana Fire Code 2014 ed.

Anchorage required. Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

If no documentation is available, the installer shall sign the following statement and leave it with a responsible person associated with the event who will present the information to the fire code official upon request. If there is more than one installer for these items, each installer shall provide the required documentation or execute the following statement.

The purpose of this form is to eliminate return trips by the installer to the location of the tent or membrane structure to provide the required documentation or to verify the installation methods.

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I, _____ (name), installer for the tents and membrane structures at the _____ (event), do affirm that the installation is adequate to meet the requirements of the Indiana Fire Code as stated above.

Installer (Printed name)

Event Coordinator (Printed name)

Installer (Signature)

Event Coordinator (Signature)

_____ *Date*