Fire Marshal Office Special Event Permitting Process

Event Request Review Process:
All Permitted Special Events will receive the following as part of the University Fire Marshal’s Office (FMO) Permitting process:
- Event Request Review and Permitting.
- Business Administration Process (invoicing, reconciliation, etc.).
- Room / Area Occupant Load Calculations.
- Inspections for fire, building, electrical, mechanical, and life safety compliance.
- Evaluation and review of proposed layout, diagram, floor plan, etc.
- (1) Event Inspection if required during normal business hours (Monday – Friday from 8:00am – 5:00pm).

Permitting Fee Structure:

No Permit Fee Assessed | $0.00:
Special Event Fee was not required due to being a Non ASU Property/Land that is no responsibility of ASU and or the University Fire Marshal’s Office. This No Permit Fee SHALL be reviewed and approved by either the University Fire Marshal or the Assistant University Fire Marshal.
*Exception – This fee can be utilized for events outside of the above situation if reviewed and approved by the University Fire Marshal / Assistant University Fire Marshal.*

Late Fees | $10.00 / $25.00 / $100.00 / $250.00 / $400.00 / $800.00:
Events not submitted through the Office of Special Events: https://eventreg.asu.edu/, and not submitting with all requested supplemental Information to the Fire Marshal’s Office at asufire@asu.edu prior to 10 working days before the scheduled event will be issued a Late Fee in addition to the regular Permit Fee. Late Fees are assessed at the same rate as the Permit Fee (e.g. if the Permit is a Minor Event assessed $100 and the event request is late it will be assessed a $100.00 late fee).
NOTE – Late fees shall be assessed for Events that will be permitted under any Fiscal Year Facility Operational Event Permit and will be assessed to the Special Event Requestor / ASU Event Coordinator.
Permitting Fee Structure (Continued):

Cancellation Fees | $5.00 / $12.50 / $50.00 / $125.00 / $200.00 / $400.00:
If an Event is cancelled after the Fire Marshal’s Office has initiated the development of the Permit, conducted meetings, planning, etc. Cancellation fees are assessed at half the Permit Fee (e.g. if the Permit is a Minor Event assessed $100 and the event is cancelled after the FMO has initiated the permitting process it will be assessed a $50.00 cancellation fee).

Inspection Fees | $61.84 per hour per Inspector:
After hours Inspections required by FMO Inspectors shall be assessed an hourly charge. Normal business hours are Monday – Friday from 8:00am – 5:00pm. If an afterhour’s inspection is required the estimated inspection time will be shown on the issued Permit and invoice.

Types of Special Event Permitting:

Small Level (A) Special Event Permit Fee | $10.00
- Tabling Events (e.g. folding tables, on the exterior of buildings).
- No Tents / Membrane Structures.
- Meetings and Conferences (1 – 49 total people).
- Catering / food warming (e.g. sterno® use).
- No Carnival / Amusement Rides, Interactive Games (e.g. Rock Wall, Zip Lines, etc.), Inflatables.
- No Electrical Distribution Generators.
- No Light Tower Generators.
Types of Special Event Permitting (Continued):

Small Level (B) Special Event Permit Fee | $25.00:
- Meetings and Conferences (greater than 50 total people).
- Up to (1) Tent / Membrane Structure, no greater than 300sq’.
- Catering / food warming (e.g. sterno® use).
- No Carnival / Amusement Rides, Interactive Games (e.g. Rock Wall, Zip Lines, etc.), Inflatables.
- No Electrical Distribution Generators.
- No Light Tower Generators.
- Academic Testing / Projects.
- Animal Activities.

Medium Level (A) Special Event Permit Fee | $100.00:
- Planning meetings that require the attendance of a FMO representative, less than one hour in duration cumulatively.
- No Individual Tent / Membrane Structure 400 square feet or larger.
- Up to (3) Individual 100 square foot Tents / Membrane Structures (e.g. 10’x10’).
- Up to (2) Inflatable Games.
- (1) Interactive Game (e.g. Rock Wall, Zip Lines, etc.).
- (2) Electrical Distribution Generators not to exceed an individual fuel tank size of 19 gallons.
- Minimum of (2) Light Tower Generators.
- On Site Cooking/Warming, Catering.
- Stage (quantity of one).
- Platform (quantity of one).
- Piping / Draperies.
- Food Truck (quantity of one).
- Animal Activities.
Types of Special Event Permitting (Continued):

**Medium Level (B) Special Event Permit Fee | $250.00:**
- Planning meetings that require the attendance of a FMO representative, greater than one hour but less than two hours in duration cumulatively.
- Multiple Buildings, Land, Property Use.
- Individual Tents / Membrane Structure, greater than 1,000sq’ but less than 2,000sq’
- Greater than (2) – 400sq’ (e.g. 20’x20’) Tent / Membrane Structure can be utilized.
- Greater than (3) Individual 100sq’ Tents / Membrane Structures (e.g. 10’x10’).
- Greater than (2) Inflatable Games.
- Greater than (1) Interactive Game (e.g. Rock Wall, Zip Lines, etc.).
- Greater than (2) Electrical Distribution Generators not to exceed an individual fuel tank size of 19 gallons.
- Greater than (2) Light Tower Generators.
- On Site Cooking/Warming, Catering.
- Barricading / Fencing (utilized to isolate / secure areas).
- Stage (greater than one).
- Platform (greater than one).
- Piping / Draperies.
- Food Trucks (quantity no greater than 2).
- Tailgates.
Types of Special Event Permitting (Continued):

**High Level (A) Special Event Permit Fee | $400.00:**
- Planning meetings that required the attendance of a FMO representative, greater than two hours in duration cumulatively.
- Multiple Buildings, Land, Property Use.
- Multiple Tents / Membrane Structures exceeding a cumulative total of 2,000sq’.
- Multiple Electrical Distribution Generator(s) with a fuel capacity greater than 19 gallons.
- Multiple Light Tower Generators.
- Multiple Interactive Games (e.g. Rock Wall, Zip Lines, etc.).
- Multiple Inflatables.
- Barricading / Fencing (utilized to isolate / secure areas).
- On Site Cooking/Warming, Catering.
- LPG (Propane use for cooking and or heating).
- Stages.
- Platforms.
- Carnival Rides / Amusement Rides.
- Food Trucks (greater than 2).
- Tailgates.
- Occupancy Limit less than 1,000 total people to include but not limited to faculty, staff, students, etc.
Types of Special Event Permitting (Continued):

**High Level (B) Special Event Permit Fee | $800.00:**
- Large scale Special Events that require the Fire Marshal's Office Staff to meet regularly with Event Coordinators, Vendors, Contractors, etc. that entail a concert, carnival, festival, and or similar type event atmosphere.
- Planning meetings that require the attendance of a FMO representative, exceeding more than two hours in duration cumulatively.
- Multiple Buildings, Land, Property Use.
- Multiple Tents / Membrane Structures exceeding a cumulative total of 2,000 square feet.
- Multiple Electrical Distribution Generators with a fuel capacity greater than 19 gallons.
- Multiple Light Tower Generators.
- Multiple Interactive Games (e.g. Rock Wall, Zip Lines, etc.).
- Multiple Inflatables.
- Barricading / Fencing (utilized to isolate / secure areas).
- On Site Cooking/Warming, Catering.
- LPG (Propane use for cooking, heating, warming).
- Stages.
- Platforms.
- Carnival Rides / Amusement Rides.
- Occupancy Limit greater than 1,000 total people to include but not limited to faculty, staff, students, etc.
- Food Trucks (greater than 2).
- Tailgates.
Fiscal Year Facility Operational Permit Fees:
This type of special event permit is issued only to facilities (Memorial Union, Student Pavilion, etc.) that has areas dedicated to hosting special events. It is used to waive the permitting fees of each individual event by assessing a single fiscal year fee to the facility.
- Permits will be actively issued out during the Fiscal Year, the duration of the Facility Permit will be from July 1st – June 30th each year.
- The quantity of events conducted for classification will be derived from the past years records for total number of events for the facility.
- Special Event Registration and all requested supplemental information shall be received a minimum of 10 working days prior to the start of each individual event.
- Late Fees will be assessed for individual Event Requests that are not submitted on time for Fiscal Year Facility Operational Permit. The late fee will be assessed to the Special Event Requestor / ASU Event Coordinator of the event.

**Small Quantity Fiscal Year Facility Operational Event Permit | $250.00**
- 1 – 25 special events conducted fiscally under the Facility Permit.

**Medium Quantity Fiscal Year Facility Operational Event Permit | $500.00**
- 26 – 49 special events conducted fiscally under the Facility Permit.

**High Quantity Fiscal Year Facility Event Permit | $1,000.00**
- 50 or more special events conducted fiscally under the Facility Permit.