



**CHARLOTTE FIRE DEPARTMENT
FIRE PREVENTION BUREAU
Trade Show/Exhibit Permit Application**

Applicant

This is the name or company and mailing address of the permit applicant. NOTE: You must provide name of show.

Name:	Name of Show:	
Address:	Unit/Suite:	Zip Code:
Phone Number:	Fax Number:	

Location and Date(s) of Show

This is the name and address of the actual location of the trade show or exhibit.

Facility Name:	Show Date(s):	
Address:		
City:	State:	Zip Code:

Emergency Contacts

Provide the names and phone numbers of a minimum of two show contacts.

1.	Ph:	Cell/Pager:
2.	Ph:	Cell/Pager:

Responsible Applicant

Name: _____ Title: _____

Signature: _____ Date: ____/____/____

I certify that the information provided and contained herein is true and accurate to the best of my knowledge. The issuance of a permit shall not be deemed as approval to violate any provisions of the North Carolina State Fire or Building Codes. The code official has the right to inspect the premises to ensure compliance with provisions of the fire code.

NOTE! 2 Sets of plans, drawn to scale, shall be submitted to and be available at the show site.

Return this completed application and check to:

Charlotte Fire Department – Fire Prevention Bureau
500 Dalton Avenue
Charlotte, North Carolina 28206

Phone: 704-336-2101 Facsimile: 704-336-5190

Applications for the Charlotte Convention Center MUST be submitted directly to the Convention Center first, 501 S. College Street, Charlotte, North Carolina 28202

If paying by credit card, please contact the Fire Prevention Bureau Office directly

CFD Office Use Only

Permit Code: 11 Fee: \$ 190.00 Permit No. _____

Check No. _____ Valid From: ____/____/____ Valid Through: ____/____/____

Issued by Inspector: _____ Emp. #: _____

Information Collected By: _____

Entry Date: ____/____/____ Entered By: _____