



**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:	E-mail:		

**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:
2.	Ph:

**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: 704-632-8451

***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 Marshal's Office directly. Checks must be made out to "City of Charlotte."*

**CFD Office Use Only**

Permit Code:  11  Fee: \$ 300.00 Permit No. \_\_\_\_\_

Check No. \_\_\_\_\_ Valid From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Valid Through: \_\_\_\_/\_\_\_\_/\_\_\_\_

Issued by Inspector: \_\_\_\_\_ Emp. #: \_\_\_\_\_

Information Collected By: \_\_\_\_\_

Entry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Entered By: \_\_\_\_\_