



PEORIA FIRE DEPARTMENT

8351 West Cinnabar Avenue
Peoria, Arizona 85345

Date: November 10, 2010

To: All Temporary Vendors

From: City of Peoria Fire Department – Fire Prevention
City of Peoria Economic Development Services - Building Development Division

Subject: Temporary Vendor Requirements

Vendors that set up temporary sales locations (Valentines Day, Christmas trees, fireworks, etc.) are required to comply with the following requirements prior to beginning sales. The items listed from the other departments along with the links are for reference only. The vendor is required to check with the various departments to ensure that they are in compliance and have submitted all of the required paperwork.

- A permit is required from the Fire Department for canopies that exceed four hundred (400) square feet (single or aggregate total) or tents that exceed two hundred (200) square feet (single or aggregate total).
- A site plan is required to be submitted to the Fire Department to determine whether the required fire apparatus access is provided and/or remains along with all of the required setbacks and separation distances for tents, canopies and other temporary structures.
- A Business Sales Tax License is required for all sales. Contact the Finance Department to apply for the license (<http://www.peoriaaz.com/salestax>).
- A Temporary Use Permit is required from the Planning and Zoning Department. The permit application can be found at (http://www.peoriaaz.gov/uploadedFiles/Peoriaaz/Departments/Community_Development/Planning_and_Zoning/Guide_s/TempUsePermit_Jan06.pdf).
- A permit is required from the Building Development Division for any generators over 25Kw. The permit application can be found at (http://www.peoriaaz.gov/uploadedFiles/Peoriaaz/Departments/Community_Development/Building_Safety/Building_Forms/400G_General_Permit_Application.pdf).
- A permit is required from the Building Development Division for any structure built that exceeds two hundred (200) square feet. The permit application can be found at (http://www.peoriaaz.gov/uploadedFiles/Peoriaaz/Departments/Community_Development/Building_Safety/Building_Forms/400G_General_Permit_Application.pdf).
- A permit is required from the Building Development Division for any electrical services or circuits added. The permit application can be found at (http://www.peoriaaz.gov/uploadedFiles/Peoriaaz/Departments/Community_Development/Building_Safety/Building_Forms/400G_General_Permit_Application.pdf). **NOTE: No electrical is allowed in any structures less than two hundred (200) square feet unless a Building Permit is submitted.**

Inspections will be required once all of the applications have been approved. The inspections will verify compliance with all of the applicable codes and standards. Deficiencies found during the inspection process will be required to be corrected. Final approval will be provided upon completion of a successful inspection.