



TOWN OF GREENWICH
 Town Hall - 101 Field Point Rd.,
 Greenwich, CT 06830
 Division of Building Inspection, DPW
 203-622-7754 Fax 203-622-7848

Permit No. _____
Date Issued _____

Permit Application SPECIAL EVENT

Project Address: _____	Tax ID: _____
Property Owner: _____	Address: _____
Email: _____	Phone: _____
Event Organizer / Permit holder: _____	CT License No. _____
Address : _____	
Email: _____	Phone: _____
Authorized Agent _____	Address: _____
Email: _____	Phone: _____

Section of Town

- Central
 Outlying
 Byram
 Pemberwick
 Glenville
 Cos Cob
 Riverside
 Old Greenwich

EVENT INFORMATION

Type of Event <input type="checkbox"/> Private Party <input type="checkbox"/> Fair <input type="checkbox"/> Concert <input type="checkbox"/> Charity Event <input type="checkbox"/> Exhibit / Show <input type="checkbox"/> Carvinal <input type="checkbox"/> Other _____	Facilities Provided <input type="checkbox"/> Tents <input type="checkbox"/> Food for Public <input type="checkbox"/> Amusement Rides <input type="checkbox"/> Cooking Equipmt <input type="checkbox"/> Raised Platforms <input type="checkbox"/> Seating Structure <input type="checkbox"/> Platform over Pool	Utilities Provided <input type="checkbox"/> Electricity <input type="checkbox"/> Cooking <input type="checkbox"/> Lights / Outlets <input type="checkbox"/> Gas / Propane <input type="checkbox"/> Panel Board <input type="checkbox"/> Heat Equip. <input type="checkbox"/> Generator <input type="checkbox"/> A/C Equip.
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Start Date _____ End Date _____ <input type="checkbox"/> Day Event <input type="checkbox"/> Night Event Inspection Date - _____ TIME _____	BUILDING CODE INFORMATION <input type="checkbox"/> 2015 IBC [2018 CSBC] <input type="checkbox"/> 2015 IRC [2018 CSBC]
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FEES - Value: _____ Permit Fee: _____ OT Inspection Fee _____ State Fee _____ Total Fee Due: _____	Trade Permit Fees Electrical - \$100 Receipt # _____ HVAC - \$100 Receipt # _____	Town Department Approvals <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> GFM REVIEW Occupant Load of Tents _____ Inspection <input type="checkbox"/> Req'd <input type="checkbox"/> Not Req'd Fire Watch <input type="checkbox"/> Req'd <input type="checkbox"/> Not Req'd. Reviewed by: _____ Date: _____ </td> <td style="width: 50%;"> HEALTH DEPT. REVIEW Will food be served to the public ? <input type="checkbox"/> Yes <input type="checkbox"/> No Reviewed by : _____ Date: _____ </td> </tr> <tr> <td colspan="2"> ZONING REVIEW Reviewed by: _____ Date: _____ <input type="checkbox"/> Not Req'd. </td> </tr> </table>	GFM REVIEW Occupant Load of Tents _____ Inspection <input type="checkbox"/> Req'd <input type="checkbox"/> Not Req'd Fire Watch <input type="checkbox"/> Req'd <input type="checkbox"/> Not Req'd. Reviewed by: _____ Date: _____	HEALTH DEPT. REVIEW Will food be served to the public ? <input type="checkbox"/> Yes <input type="checkbox"/> No Reviewed by : _____ Date: _____	ZONING REVIEW Reviewed by: _____ Date: _____ <input type="checkbox"/> Not Req'd.	
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Code Review [Office Use Only] <table style="width: 100%;"> <tr> <td>Flame Resistance</td> <td><input type="checkbox"/> Submitted</td> <td><input type="checkbox"/> Not Required</td> </tr> <tr> <td>Plan of Raised Platform</td> <td><input type="checkbox"/> Submitted</td> <td><input type="checkbox"/> Not Required</td> </tr> <tr> <td>PE Cert. Raised Platform</td> <td><input type="checkbox"/> Submitted</td> <td><input type="checkbox"/> Not Required</td> </tr> <tr> <td>Electrical Permit</td> <td><input type="checkbox"/> Submitted</td> <td><input type="checkbox"/> Not Required</td> </tr> <tr> <td>HVAC Permit</td> <td><input type="checkbox"/> Submitted</td> <td><input type="checkbox"/> Not Required</td> </tr> <tr> <td>Health Dept. Approval</td> <td><input type="checkbox"/> Submitted</td> <td><input type="checkbox"/> Not Required</td> </tr> <tr> <td>GFM Approval</td> <td><input type="checkbox"/> Submitted</td> <td><input type="checkbox"/> Not Required</td> </tr> </table>	Flame Resistance	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Required	Plan of Raised Platform	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Required	PE Cert. Raised Platform	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Required	Electrical Permit	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Required	HVAC Permit	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Required	Health Dept. Approval	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Required	GFM Approval	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Required	Tax Stamp
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PE Cert. Raised Platform	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Required																				
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Reviewed by: _____	Date: _____	<input type="checkbox"/> Permit pick-up Requested <input type="checkbox"/> Mail Permit
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PERMIT APPLICATION FOR SPECIAL EVENTS

THE UNDERSIGNED PROPERTY OWNER, BEING DULY SWORN, DEPOSES AND SAYS:

1. That he/she is the current owner of the premises described on this application for a building permit.
2. In accordance with the CT General Statutes, that the below said agent / permittee is duly authorized on behalf of the owner to execute and complete this application.
3. That the work described in this application is duly authorized by the current owner.
4. That the undersigned agent / permittee is hereby designated as the owner's representative with whom the Division of Building Inspection, DPW may deal with in respect to the work under this application.
5. That this authorization shall continue unless revoked by the owner by giving written notice of revocation to the Division of Building Inspection, DPW.

<p style="text-align: center;">AUTHORIZED AGENT / PERMIT HOLDER</p> <p>CT REG. / LICENSE No. _____</p> <p>Name (print) _____</p> <p>Signature _____</p> <p>Phone No. _____</p> <p><input type="checkbox"/> Permit Pick-up Requested <input type="checkbox"/> Mail Permit</p> <p>Contact Name (print) _____</p> <p>Phone No. _____</p>	<p style="text-align: center;">CURRENT OWNER NOTARIZED AUTHORIZATION</p> <p>Owner's Name (print) _____</p> <p>Signature _____</p> <p>Subscribed and sworn to, and before me on this _____ day of _____, 20____</p> <p>Notary Public signature: _____</p>
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Contact Person for Event [Event Organizer]

Person responsible for arranging for inspections and required to be on site to meet inspectors. This person will be expected to be responsible for having the applicable trade persons available to correct any code violations noted during inspection.

Name [print] _____ Phone No. _____

<p style="text-align: center;">AMENDMENT TO PERMIT HOLDER</p> <p>#1 AUTHORIZED AGENT / PERMITTEE</p> <p>CT REG. / LICENSE No. _____</p> <p>Name (print) _____</p> <p>Signature _____</p> <p>Phone No. _____</p>	<p style="text-align: center;">Office Use ONLY</p> <p>CURRENT OWNER NOTARIZED AUTHORIZATION</p> <p>Owner's Name (print) _____</p> <p>Signature _____</p> <p>Subscribed and sworn to, and before me on this _____ day of _____, 20____</p>
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