

City of Lancaster

Division of Fire

1596 East Main Street
Lancaster, OH. 43130

Administrative Offices
740-687-6642

Steven C. Sells
Chief

Fire Prevention
740-687-6640

Special Event Application

The Lancaster Fire Department requires that an application be submitted to host a special event or to occupy a temporary structure. The application provides us with information we need to develop a safe environment for the event and/or structure. The application must be submitted **three business days prior to the start of the event** to allow sufficient time for planning the required inspections. A permit inspection must be completed and passed prior to the start of the event.

Applicant Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Structure Location _____

Purpose _____ Dates of Use _____

Use Class _____ Seating _____ Structure Type _____

On site Contact Name _____ Phone _____

Date and Time of Set Up and Tear Down _____

Please include a sketch of the layout of the structure and surrounding occupancies.

A permit application fee may be required at the time of application based on the nature and duration of the event. If a permit fee is required, please make checks payable to: Lancaster Fire Department.

Permit will be issued at time of passed inspection.

Permits are subject to revocation at any time, by Lancaster Fire Department.

Please submit this application to: Lancaster Fire Department, 1596 East Main Street, Lancaster, Ohio, 43130. Applications may be faxed to the Department at 740-681-5008; however the required permit fee must be received in our office prior to the event.