



Nampa Fire District - Prevention Bureau Prevention
Phone: 208-468-5751
Email: prevention@nampafire.org
Admin Office: 9 12th Ave South - Nampa ID 83651

Exhibits & Trade Show Permit Application

This application is associated with assembly of the public for events indoor or outdoors.

BUSINESS/FACILITY INFORMATION

Business Name: _____ Business owner &/or Contact: _____

Business Address: _____ Business Phone: _____

APPLICANT/CONTRACTOR INFORMATION

Applicant name: _____ Phone #: _____

Applicant Address: _____ Email: _____

REQUIRED INFORMATION

Site plan for outdoor events should include the layout of the event including tents, canopies, fences, locations of exits, etc.

Floor Plan for indoor events should provide a detailed layout of the building floor plan, including exits, occupant load or each room, and seating layout.

For indoor events a Certificate of Occupancy for the event space/building shall be provided.

Activity description of all event operations, including a schedule of events.

DETAILS

Brief event description: _____

Indoor or Outdoor event? _____

Number of people expected to be in attendance at any one time: _____

Will there be tents exceeding 400 sq ft or canopies exceeding 700 sq ft? _____

By signing this application, I certify to the best of my knowledge and belief that the attached & foregoing is true, complete, and accurate.

Applicant Signature: _____ **Date:** _____

APPLICANT INSTRUCTIONS

Please turn in complete permit with all attached documents and pay all applicable fees (see [Nampa Fire Protection District Fee Schedule](#)). You may submit your application by email: prevention@nampafire.org (Subject: Exhibits & Trade Show Permit Application) or in person at Nampa Fire Administration Office. Nampa Fire Prevention Bureau will reach out to schedule an on-site inspection for permit approval where you will be issued a permit if the inspection is passed.

OFFICIAL USE ONLY

Received by: _____ Date: _____ Permit # _____

Initial Permit & Documents are approved by: _____ Date: _____