



Nampa Fire District - Prevention Bureau Prevention  
Phone: 208-468-5751  
Email: [prevention@nampafire.org](mailto: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](mailto: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: \_\_\_\_\_