



# CITY OF MADISON FIRE DEPARTMENT

## Fire Prevention Division

325 W. Johnson St., Madison, WI 53703-2295

Phone: 608-266-4484 ♦ FAX: 608-267-1153

### **SPECIAL OCCUPANCY LICENSE APPLICATION**

#### Applicant Information

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### Owners' Information

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### General Requirements of Fire Department Licenses:

- 1) All license applications shall be submitted 30 days prior to commencing the prescribed activities.
- 2) A separate application, fee, and license shall be required for each hazard listed.
- 3) Application can be made at the Madison Fire Department 325 W. Johnson St. Madison, WI 53703.
- 4) License fees are \$100.00 per license except:
  - Pyrotechnic Special-Effect Materials or Public Display of Fireworks license fee is \$250.00.
- 5) License fees are payable to the **City of Madison**.
- 6) A license is not transferable, and any change in equipment, ownership, use or occupancy of premises shall require a new license.
- 7) An inspection may be required before the issuance of a license.
- 8) Applications shall be acted upon within fifteen (15) business days.
- 9) Licenses shall at all times be prominently displayed on the premises.
- 10) Licenses shall be valid for no more than 1 year. The term of each annual license shall be from July 1 to June 30 of the next succeeding year.
- 11) Complete the instructions on the reverse side of this form.

By completing and signing this license application you acknowledge and agree to comply with Madison General Ordinance Chapter 34, Wisconsin Administrative Codes and the International Fire Code.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title or position \_\_\_\_\_

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**(THIS PORTION TO BE COMPLETED BY THE MADISON FIRE DEPARTMENT)**

The above applicant has been granted permission to maintain, store or handle materials, or to conduct processes as prescribed in this application. Permission is contingent upon compliance with all applicable codes and standards.

\_\_\_\_\_  
Fire Department Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**SPECIAL OCCUPANCY LICENSE APPLICATION**

1. An operational license shall be obtained for each of the occupancies listed below.
2. Please remit license fee(s) of \$100.00 per license, payable to the City of Madison.

Contact the Madison Fire Department Fire Prevention Unit at (608) 266-4484 for assistance with completing this application.

<b>License</b>	<b>Code Section</b>		<b>Check as Applicable</b>
Aviation Facility	IFC 105.6.3, Chapter 11	To use a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles.	
Combustible Dust-Producing Operation	IFC 105.6.7, Chapter 13	To operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts.	
Dry Cleaning Plant	IFC 105.6.13, Chapter 12	To engage in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.	
Lumber Yards & Wood-Working Plants	IFC 105.6.26, Chapter 19	For the storage or processing of lumber exceeding 100,000 board feet.	
Places of Assembly	IFC 105.6.34	To operate a place of assembly. (50 or more occupants.)	
Repair & Service Garages	IFC 105.6.39, Chapter 22	For operation of repair garages and automotive, marine and fleet service stations.	
Spraying or Dipping	IFC 105.6.41, Chapter 15	To conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders.	
Waste Handling	IFC 105.6.45	For the operation of wrecking yards, junk yards and waste material-handling facilities.	

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**OFFICE USE ONLY**

ASSIGNED STATION: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_