



# CITY OF MADISON FIRE DEPARTMENT

325 W. Johnson St., Madison, WI 53703-2295  
Phone: 608-266-4420 ♦ FAX: 608-267-1100 ♦ E-mail: [fire@cityofmadison.com](mailto:fire@cityofmadison.com)

## AMUSEMENT BUILDING LICENSE APPLICATION

### Applicant Information

Name: \_\_\_\_\_  
Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_  
Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### General Requirements of Fire Department Licenses:

- Additionally, a City of Madison License Application shall be completed.
- All license applications shall be submitted **thirty (30) days** prior to commencing the prescribed activities.
- A separate application, fee, and license shall be required for each hazard listed.
- Application can be made at the Madison Fire Department 325 W. Johnson St. Madison, WI 53703.
- License fees are \$100.00 per license except:
  - Pyrotechnic Special-Effect Materials or Public Display of Fireworks license fee is \$250.00.
- License fees are payable to the **City of Madison**.
- A license is not transferable, and any change in equipment, ownership, use or occupancy of premises shall require a new license.
- An inspection may be required before the issuance of a license.
- Applications shall be acted upon within **fifteen (15) business days**.
- Licenses shall at all times be prominently displayed on the premises.
- 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.
- 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.

MFD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title or Position: \_\_\_\_\_

## Amusement Building (Special) License – Conditions and Requirements

### Site Specific Information

Location: \_\_\_\_\_

Dates of Operation From \_\_\_\_\_ to \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

Description of Building: \_\_\_\_\_  
(Ex: *Haunted house*)

### Conditions of Permit:

- Submit for review three sets of construction documents meeting the requirements of Section 105.4 of the IFC. One set of approved construction documents will be kept on site during the construction and operation of the special amusement building.
- Submit for review three sets of evacuation plan, which meet the requirements of Section 404 of the IFC.
- Provide proof of Insurance.
- Written Permission of Property Owner.

### General Requirements:

- Vehicles shall not be placed within 20 feet of the structure.
- All decorations, wall coverings, etc., shall be fire-retardant and meet with the approval of the authority having jurisdiction. (IFC 807.1, 806.2)
- “No Smoking” signs shall be displayed. (IFC 310.2, 310.3)
- Fire extinguishers shall be provided and comply with NFPA 10. (IFC 906.1)
- No open flames or sources of ignition shall be present. (IFC 308.3)
- No flammable liquids shall be allowed within 50 feet of the structure.
- No LPG tanks or cylinders shall be allowed in or within 25 feet of the structure. (IFC 3803.2)
- Housekeeping shall be maintained at all times with no straw, hay, etc., allowed in the structure.
- Structure shall have setback of 20 feet from property line and any other structure.
- Structure shall meet load requirements for wind, floor, and roof.
- Two exits meeting the requirements of a standard exit door shall be provided. All exits shall be a minimum of 36 inches wide. All exits shall be illuminated to a minimum of 2.5-foot candles unless attendants are present.
- Electrical wiring and components shall meet the requirements of Comm. 16. Extension cords shall meet requirements of Comm. 14 and MGO 34.21.
- An approved automatic smoke detection system shall be provided. (IFC 907.2.11)
- An approved automatic sprinkler system shall be provided, unless the total floor area of a temporary special amusement building is less than 1,000 square feet and the travel distance from any point to an exit is less than 50 feet. (IBC 411.4)
- An emergency voice/alarm communications system shall be provided, and shall be audible through out the entire special amusement building. (IBC 411.6)
- Sufficient attendants shall be present on-site to conduct emergency operations in case of fire or medical emergency. (IFC 403.1)
- Life-safety hazards such as, but not limited to, the generation of artificial fog are to be subject to the approval of the Madison Fire Department.
- Surfaces for walking shall be well drained and kept free of debris, obstruction, projections, tripping hazards, and other such hazards. Stair treads, risers, etc., shall meet the rise and run required in Comm. 61-65.

Application Date: \_\_\_\_\_

Proof of WI Seller's Permit No. \_\_\_\_\_

Name of Corporation, Limited Liability Company, Individual Owner, or Partner(s)	Liquor/Beer Agent	
Mailing Address	Liquor/Beer Agent Address	
City/State/Zip Code	Liquor/Beer City/State/Zip Code	
Name of Registered Agent or General Partner	Local Contact Person	Phone Number
Trade Name	Estimated Opening Date	
Business Address	Signature of Owner/Operator	

License Description	Type	Fee	Number
<b>Pre-Inspection &amp; License Fees Non-Refundable</b>	<b>TOTAL</b>	<b>\$</b>	

**IT IS MANDATORY THAT ALL APPLICABLE INFORMATION BE COMPLETED. INACCURATE INFORMATION MAY RESULT IN SUSPENSION OR REVOCATION OF LICENSE.**