

# Covered Mall Permit Application



## Submit Plans to:

Madison Fire Department  
314 W. Dayton St  
Madison, WI 53703

Make checks payable to: **City of Madison Treasurer**  
**Permit fees is \$125.00 and is non-refundable.**

For questions, or to contact a fire inspector, call Madison Fire at (608) 266-4420 for assistance with completing this application.

**Complete sections A –D . It is mandatory that all applicable information be completed.  
Inaccurate information may result in suspension or revocation of permit.**

### SECTION A: Establishment Address

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

City, State, ZIP: \_\_\_\_\_

Municipality (Village/Town/City): \_\_\_\_\_

### SECTION B: Applicant/Contact Information

Trade name (Doing Business As): \_\_\_\_\_

Local Contact Person: \_\_\_\_\_

Local Contact Phone: \_\_\_\_\_ Local Contact E-mail: \_\_\_\_\_

### SECTION C: Permit Holder Information

Organization Legal Name/Sole Proprietor Name : \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_

### SECTION D: Attestation and Signature

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

The statements made in this application are true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### COVERED MALL PERMIT APPLICATION

An application may include all submittals for the permit year, with one fee. Any event not included with the application shall require a new application with an additional fee. Minimally, a new application and submittal shall be required for each permit year (July 1 to June 30 of the following year).

- All permit applications shall be submitted **thirty (30) days** prior to commencing the prescribed activities.
- Please remit permit fee (s) of \$125.00, payable to the City of Madison Treasurer.
- Pyrotechnic Special-Effect Materials or Public Display of Fireworks license fee is \$250.00.
- A permit is not transferable, and any changes in equipment, ownership, use or occupancy of premises shall require a new permit.
- An inspection may be required before the issuance of a permit.
- Permits shall be valid for no more than 1 year. The term of each annual permit shall be from July 1 to June 30 of the next succeeding year.
- Permits at all times shall be prominently displayed on the premises.

### Application Instructions

A permit is required for special events or uses of the common area of the mall including but not limited to:

- Display of goods
- Retail sales displays
- Fashion shows
- Art shows
- Motor vehicle displays
- The display of liquid- or gas-fired equipment
- The use of open-flame or flame-producing equipment
- Holiday events.

A detailed floor plan drawn to scale of the area to be used shall be submitted with the Covered Mall License application. The plan shall show compliance with the means of egress system requirements of SPS 361-366 and the following:

- Location of all assembly seating areas
- Stages
- Booths
- Displays
- Exhibits

Submittal shall include the following:

- Description of use of common area
- Nature of facility
- Date(s) of event
- Set-up Date and Time
- Hours of event
- Contact Person
- Phone Number