



# CITY OF MADISON FIRE DEPARTMENT

## Fire Prevention Division

314 W. Dayton St., Madison, WI 53703-2506

Phone: 608-266-4420 ♦ FAX: 608-267-1100

### **COVERED MALL BUILDINGS 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:
  - a) 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

## COVERED MALL BUILDINGS LICENSE APPLICATION

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

### Application Instructions

1. A permit is required for special events or uses of the common area of the mall including but not limited to:
  - a. Display of goods
  - b. Retail sales displays
  - c. Fashion shows
  - d. Art shows
  - e. Motor vehicle displays
  - f. The display of liquid- or gas-fired equipment
  - g. The use of open-flame or flame-producing equipment
  - h. Holiday events.
2. 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 Comm. 61 to 65 and the following:
  - a. Location of all assembly seating areas
  - b. Stages
  - c. Booths
  - d. Displays
  - e. Exhibits
3. Submittal shall include the following:
  - a. Description of use of common area
  - b. Nature of facility
  - c. Date(s) of event
  - d. Set-up Date and Time
  - e. Hours of event
  - f. Contact Person
  - g. Phone Number