



**Wilson Fire/Rescue Services  
Community Risk Reduction Division**

## Application for Special Event Permit

Promoter/Applicant:	
Applicant Address:	
Site/Subject	
Contact Name:	Telephone:
Contact Email:	Emergency Contact Telephone
Event Start Date:	Event End Date:
Comments:	

Select Event Type	Multiple Permits Required <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Festivals	<input type="checkbox"/> Parades	<input type="checkbox"/> Amusement Building	<input type="checkbox"/> Run/Walks/Bicycle	
<input type="checkbox"/> Carnivals/Fairs	<input type="checkbox"/> Rallies	<input type="checkbox"/> Exhibition/Trade Show	<input type="checkbox"/> Livestock Gathering	
<input type="checkbox"/> Ceremonies	<input type="checkbox"/> Sports	<input type="checkbox"/> Religious Ceremony	<input type="checkbox"/> Large Outdoor Assembly	
<input type="checkbox"/> Circus	<input type="checkbox"/> Food Event	<input type="checkbox"/> Musical/Concerts	<input type="checkbox"/> Other _____	

Brief Event Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Multiple Permits: Please select all that apply</b>			
<input type="checkbox"/> Tent(s)	<input type="checkbox"/> Fireworks/Pyrotechnics	<input type="checkbox"/> Special Use (Land Development)	
<input type="checkbox"/> Open Burning	<input type="checkbox"/> Wilson Police Department Event Application	<input type="checkbox"/> Other: _____	

**Events requiring multiple permits may generate further cost and involve multiple departments within the City of Wilson. At time of payment, the applicant must submit any required copies of certifications, site plans and/or other documentation as required by the North Carolina Fire Code and the City of Wilson Fire Marshal's Office. Once approved, inspections shall be scheduled with Wilson Fire/Rescue Services Community Risk Reduction Division no less than 24 hours in advance of the event.**

Mail Application, documentation and payment to: City of Wilson Attention Inspection Department P.O. Box 10  
 Wilson, NC 27894 **OR** submit in person to: City of Wilson Inspections Department 112 Goldsboro Street,  
 Wilson, NC 27893.

Make checks payable to: *City of Wilson*

*Visa/MasterCard payment accepted by phone.*

<b>Fire/Rescue Use Only</b>	
Date Received:	Receipt/Permit #:
Date Reviewed:	Reviewed by:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	



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Wilson Fire/Rescue Services along with the City of Wilson Municipality regulate Special Events Permits within the city limits and Extra Territorial Jurisdiction (ETJ).

**Special Events Checklist**

*Please review this checklist prior to submitting your  
Special Event Permit Application*

**ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE:**

- A completed and signed Application Packet submitted to Wilson Fire/Rescue Services.
- A detailed site plan including locations, streets, emergency access, and any other requested detail by the code official.
- All other additional documentation pertaining to multiple permits required for the event.
- Estimated amount of people attending the event.
- Additional fire extinguisher locations (when required).
- Event Evacuation Plans posted (when required).
- Posted No Smoking Signs or Designated Smoking Areas (when required).
- Approved Crowd Managers (when required based on NC OFSM standards).
- Provided/Required Security or Paid Law Enforcement officer (when required).
- Provided/Coordinated Incident Action Plan (when required).





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\*\*Any additional findings, information, changes to the site, or the overall scope of the proposed event shall be reported to the fire code official immediately for approval. Not providing adequate notification to the fire code official may result in a revocation of the permit and the immediate termination of all permits on the site.

The approved Permit Application must remain on site for the duration of the event.

The property owner, applicant, promoter, or an approved, responsible, representative shall be on site and provide all appropriate contact information to the fire code official prior to scheduled date of the event.

**Permit Approval**

The Fire Code Official will coordinate the delivery of the permit to the applicant/permit holder once final approval has been granted to hold the event. Any failure to provide the requested information and documentation may lead to a delay in processing and issuance of a permit.

**Acknowledgement and Signature**

I hereby certify that I have read and examined this application and its attachments and that all of the information contained therein is true and correct. Furthermore, I \_\_\_\_\_ certify that the proposed event fully complies with the requirements contained in the North Carolina State Fire Prevention Code, Wilson Fire/Rescue Service Community Risk Reduction Division requirements, and the City of Wilson Zoning requirements. I agree to indemnify, save harmless, and defend the City of Wilson, its agents and employees, from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or due to holding the proposed event.

Applicant  
*Print* \_\_\_\_\_  
*Signature:* \_\_\_\_\_  
Date: \_\_\_\_\_

Property Owner (if applicable)  
*Print* \_\_\_\_\_  
*Signature:* \_\_\_\_\_  
Date: \_\_\_\_\_

**Questions?** Please contact Wilson Fire/Rescue Services Community Risk Reduction Division at (252) 399-2880.