



Fire Prevention Office
Allentown Fire Department
Office 610.437.7758
Fax 610.437.8781

**PLACE OF ASSEMBLY
APPLICATION FOR BI-ANNUAL PERMIT AS REQUIRED BY THE FIRE PREVENTION CODE**

Application is hereby made for a permit and/or certification to conduct, perform, engage in, or occupy any of the operations, processes, activities, or structures as provided for in Section 105 of the City of Allentown Fire Prevention Code. By this application, it is agreed that the occupancy will comply with all applicable ordinances and regulations. It is further agreed that said occupancy shall be open to inspection by the Allentown Fire Department.

INSTRUCTIONS: Make check or money order payable to the City of Allentown. **DO NOT SEND CASH.** Send the permit/inspection fee along with the completed application to **Allentown Fire Prevention, 435 Hamilton Street, Room 425, Allentown PA 18101.**
PERMITS ARE NOT TRANSFERABLE. *** Permit and inspection fees not paid within thirty (30) days shall be subject to an added ten (10) percent late charge, to cover the added costs of collection.***

ASSOCIATED PERMIT TYPE AND PERMIT FEES ATTACHED.

COMPLETE ALL APPLICABLE INFORMATION

Facility Name	
Name of Person Responsible	
Address	
City, State, Zip Code	
Business Phone Number	
Emergency Phone Number	
Business Email Address	
Name of Property Owner	
Phone Number of Property Owner	

Permit Class / Occupants	Permit Period	Permit Fee
Class A - 1,000 +	2 Years	\$400.00
Class B - 300 - 999	2 Years	\$300.00
Class C - 50 - 299	2 Years	\$200.00
Class D - Less than 50	2 Years	\$100.00

Please review and complete the checklist on the back of this page and return it with this completed application and payment.

**ALLENTOWN FIRE DEPARTMENT
INSPECTION CHECKLIST
PLACE OF ASSEMBLY**

The International Fire Code (IFC) 2018 Edition has been adopted by the City of Allentown. Fire codes listed are not a comprehensive list and do not encompass all applicable codes. The noted code sections are commonly encountered and generally applicable for this inspection type.

Enclosed is your current Fire Permit Application invoice. In an effort to streamline the inspection process for your facility and the inspecting Fire Marshal we have included some guidelines specific to your business to help you prepare before the inspection to ensure you receive a passing inspection and **avoid multiple visits for any violations**. Please use the checklist below before returning the application and payment.

	IFC 603.5.2 -Heating System Serviced per guidelines. Gas-2 Yr., Oil 1 Yr. Maximum Intervals
	IFC 315 -All combustible storage and general storage conditions away from furnace or baseboard heat.
	IFC 604 -Occupancy free from obvious electrical/extension cord hazards.
	Number of fire exits in assembly.
	Required exits accessible during occupancy.
	Minimum of 2 exits per 50-500 people.
	Minimum of 3 exits for 500-999 people.
	Minimum of 4 exits 1000 persons and over.
	All required exits accessible during occupancy.
	IFC 1013.1 & 1013.4 -Exits marked with approved exit signs.
	IFC 1008 & 1025 -Main rooms, exit paths and discharge areas lighted with artificial lighting with battery backup.
	Main aisles at least 36 inches wide, 44 inches if serving over 50 occupants.
	IFC 1010.1.9 -Locks, bolts, special operations not permitted on exits.
	IFC 904.12.5 -Kitchen fire suppression inspected, tank full, nozzles in place and pull station accessible.
	Cooking system inspection frequency: High volume cooking operations such as 24-hour cooking, charbroiling and wok cooking-3 months
	Cooking system inspection frequency: Low volume cooking operations such as seasonal business, religious worship, and senior centers - 12 months
	Cooking system inspection frequency: Cooking operations utilizing solid-fuel burning cooking appliances - 1 month
	Cooking system frequency: All other cooking operations - 6 months
	IFC 903.2 -Is there a sprinkler system? Full or Partial
	IFC 906 -Fire extinguishers installed and tested per code.
	IFC 807 -Approved décor.
	IFC 901.5 -Manual alarm, automatic fire detection and fire sprinklers operable. IFC 903.5 & 907.8 -Copies of tests.
	IFC 570.1 -Flammable liquid storage within guidelines, none in the basement.
	IFC 912 -Fire department connection accessible and capped.
	Fire exit door swings protected from vehicle parking and other possible obstructions.
	Interior same as last inspection with no occupancy updates required.
	IFC 1004.9 -Occupancy number displayed.
	IFC 505.1 . Address visible from the street.

Return with yearly permit payment to the Fire Prevention Office