



Raleigh Fire Department
Office of the Fire Marshal
 310 West Martin Street, Suite 200
 Raleigh, NC 27601
 Phone (919) 996-6392 - Fax (919) 831-6180
www.raleighnc.gov/fire

Vehicle Displayed in Public Assembly



SUBJECT PROPERTY

Number of Vehicles: Permit Fee schedule is available online at www.raleighnc.gov/fire

Note: A complete packet must be submitted 10 business days prior to the event. Incomplete submittals will not be accepted.

Name of Event:	Event Address/ Location:
Set-up Date:	Event Date & Times:
Applicant Name:	Applicant Phone:
Billing Contact:	Billing Address:
Billing Phone number:	Billing email:
On-Site Contact Person:	On-Site Contact Phone number:

Desired Date for Inspection & Time:

Submit Application to: Raleigh Fire Marshal's Office

Make Checks Payable to: City of Raleigh

For Questions call: 919-996-6392
 City of Raleigh
 Office of the Fire Marshal
 310 W. Martin Street, Suite 200
 Raleigh, NC 27602
fireprevention@raleighnc.gov

Mail Payment and Application to:

City of Raleigh
Revenue Services - AR
P.O. Box 590
Raleigh, NC 27602-0590

Permit applications may be submitted in person weekdays from 8:30am to 4:15pm

RevenueServices@raleighnc.gov

An on-line request can be submitted online.
 Please go to: www.raleighnc.gov/fire

To Pay by Credit Card:
 Call (919)996 -3200 and Select Option #4

PERMIT APPLICATION INSTRUCTIONS AND REQUIREMENTS

Items required prior to permit issuance:

- Maximum fuel allowed ¼ of a tank or 5 gallons whichever is less.
- All gas covers shall be taped or have a locking type gas cap.
- Battery cables shall be disconnected and taped.
- Vehicles with no fuel gauge or with broken fuel gauges shall not be allowed on the event floor and shall not be displayed, unless the Fire Marshal's Office gives prior approval.

Required to be submitted with application:

- Detailed floor plan
- Location of vehicles(s)
- Type and quantity of vehicle(s)
- Location and size of exits
- Location of fire extinguishers
- Location of booths, if applicable

Signature _____ Date: / /