

West Allis Fire Department
Bureau of Fire Prevention and Urban Affairs
7332 West National Avenue
West Allis, WI 53214
(414) 302 8901 or (414) 302-8905
(414) 302-8927 FAX

Permit for special use of a school








Organization:	
Contact Person:	
Address:	
Phone:	E-Mail:

Date of use: ____/____/____
Location being used:

Description of event: <ol style="list-style-type: none">1) Include approximate number of people occupying space.2) In addition for events using tables, booths, portable bleachers and/or free standing chairs a rough drawing (not to scale) may be required.
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The Permit should be emailed to FirePlans@westalliswi.gov and should be submitted at least two weeks prior to the event to facilitate proper review.

The following practices shall be followed pursuant to the **Wisconsin Enrolled Fire Prevention Code (SPS 314); NFPA 101, NFPA 1, & the City of West Allis Municipal Code**. Please ascertain that any activity is in compliance with said code including, but not limited to:

-  All means of egress shall be kept clear and accessible (Sufficient aisles).
-  Exits shall remain unblocked and free of any impediments
-  All life safety systems shall be maintained and operable at all times.
-  Eliminate improper use of electrical (multi-taps, halogen lighting, power strips, extension cords).
-  Occupancy load parameters shall be followed.
-  Seating over 200 individuals or more requires chairs to be fastened together.
-  Assembly occupancies shall have a minimum of one (1) designated trained crowd manager.

Also for outdoor events, if a tent is being utilizing other regulations are required to be followed. Please be advised that tents greater than 400 square feet (20 feet x 20 feet) must apply for a city of West Allis tent permit and pay the appropriate fee. The permit can be obtained from the West Allis Fire Department administration building located at 7332 West National Avenue or online via the city website.