



FIRE PREVENTION

SPECIAL EVENT INSPECTION PERMIT APPLICATION

Effective January 1, 2010, the Lake Forest City Council agreed that a Life Safety Inspection is required for any Special Event. This applies to all Special Events on Public or Private Property where the property normally requires an Annual Fire Inspection. The permit fee is \$100.00 which includes a plan review and Inspection of the site by the Fire Department prior to the event. Please reference the following permit for plan submittal and payment. All permits will be issued during regular business hours at the Lake Forest Fire Department, 255 W. Deerpath, Lake Forest, IL. 60045.

 Jeffrey B Howell
Jeffrey B. Howell, Fire Chief

 January 1, 2010
Date



THE CITY OF LAKE FOREST
Lake Forest Fire Department
255 W. Deerpath Road
Lake Forest, IL. 60045

Special Event Inspection

Applicant: _____

Location: _____

Date of the Event: _____

Event Planner / Contract Person:

Address of the Event:

Phone _____ Fax _____ email _____

The following information needs to be submitted to the Lake Forest Fire Prevention Bureau 2 weeks prior to the event by the event planner. The Fire Prevention Bureau will do a plan review of the Special Event and inform the event planner if the Special Event is approved or disapproved. A Life Safety Inspection of the site by the Fire Department is required prior to Event.

Submit plan diagram - location of event and floor plan layout. (adjacent buildings, tables, chairs, stage, etc.)

Approximate Number of People attending the Event _____

As per the fee schedule adopted by the City of Lake Forest as of January 1, 2010 the following fee is required for a Special Event Inspection.

Special Events Inspection - Includes plan review and a Life Safety Inspection of the site prior to the event.
Fee - \$100.00

TOTAL COST OF LIFE SAFETY INSPECTION \$ _____

This fee will be charged by the City of Lake Forest to the person applying for the Special Event. The Fire Prevention Bureau will call you when the permit can be picked up at the Public Safety Building. The approved Special Events Inspection application can be picked up at the Public Safety Building from the Fire Department

Secretary during normal business hours, Monday thru Friday 8:00 am to 4:30 pm. Please make checks payable to The City of Lake Forest. Any questions please contact the Fire Prevention Bureau at 847-810-3891.

Office Use Only

Special Events Inspection fee _____

Date Paid _____

Robert Serkowski
Fire Marshal
Lake Forest Fire Prevention Bureau

Tel 847-810-3891
Fax 847-615-4390

Email serkowsr@cityoflakeforest.com