

Permit Application Form Instructions

Instructions are provided to assist the applicant in completing the two page SFFD Airport Fire Marshal Office Permit Application form; please include both application pages with your submittal. A separate application form is required for each proposed regulated activity or operation.

Please PRINT legibly and SIGN where signatures are required.

Incomplete or illegible applications will delay processing and may be returned to the applicant to resubmit. The applicant is strongly advised to submit applications in person; contact the Airport Fire Marshal Office for questions before submitting a permit application.

Please provide all of the following information:

Page One

Line 1: **Permit Description.** Indicate the type/description of the activity or operation.

Line 2: **Other Information.** Indicate specific details about the activity or operation as requested.

Line 3: **Permit Address.** Print the specific San Francisco address/location where the activity or operation will occur.

Line 4: **Applicant's Business Name (dba).** Self-explanatory.

Line 5: **Telephone.** Provide the business contact telephone number with area code.

Line 6: **Permit Holder.** Provide the name of the person, company, organization, or entity legally responsible for the activity or operation.

Line 7: **Applicant's Contact/Agent.** Provide the contact name of the applicant or the applicant's designated agent.

Line 8: **Telephone.** Provide the contact telephone number with area code of the applicant or the applicant's designated agent.

Lines 9, 10, 11, 12: **Applicant's Billing Address, et al.** Provide the mailing address where all correspondence, including billing and documents, are to be directed .

Line 13: **FAX.** If available, provide a FAX telephone number for facsimile document correspondence.

Line 14: **Wet Signature of Applicant or Agent.** Self-explanatory.

Line 15: **Date.** Enter the month, day, and year the application was signed. Line

16: **Print name of Applicant or Agent (circle one).** Self-explanatory.

Page Two

Box: **Contractor information.** Self-explanatory. This section is only applicable to specific permit activities or operations that are typically performed by licensed contractors and may include permits associated with Tent/Membrane Installation, Roofing or Welding Operations, or Flammable/Combustible Liquid Stationary Tank Removal or Abandonment.