

CITY OF FALL RIVER, MASSACHUSETTS

Department of Community Maintenance Parks Division

*450 Middle Street, Fall River, MA 02721
508-324-2550*

Civic Events Certificate of Inspection

Instructions

The Civic Events Certificate of Inspection must be filled out prior to a final permit being issued. It is to be used as a planning tool to assist your efforts in making your event as problem free as possible for both you and the City.

1. This Certificate of Inspection must be taken around to each Department and signed by the Department Head or his/her designee. Each department will check off each area that is applicable to your event.
2. This form is to be used as notification for each Department as to what you plan for your overall activities. Approval from each Department (where applicable) will be done at the time of the event.
3. This form must be returned to the Park Division at 450 Middle Street with all approval sign off signatures prior to a final permit being issued.

Civic Events Certificate of Inspection

_____ Parade
_____ Carnival
_____ Special Event
_____ Festival
_____ Civic or Church Assembly

Name of event: _____
Sponsor: _____
Contact Person _____
Date & Hours of event: _____
Telephone#: _____

I. BUILDING INSPECTOR

_____ tents _____ plumbing
_____ wiring _____ gas
_____ rides
Certificate # _____

Notification Approval

II. POLICE DEPARTMENT

_____ # of participants
_____ Sequence of events
_____ Types of entertainment

Notification Approval

III. FIRE DEPARTMENT

_____ Street closings
_____ Bottled gas
_____ Flammable liquids
_____ Fireworks
_____ Tents
_____ Open flame devices

Notification Approval

IV. HEALTH DEPARTMENT

Food handlers
_____ card & application
_____ # of vendors
_____ site layout
_____ Port-a-johns
_____ Animal health records

Notification Approval

V. WATER DEPARTMENT

_____ Hydrant cross connections
_____ Route of parade

Notification Approval

VI. COMMUNITY MAINTENANCE-PARKS

_____ forms issued Date: _____
_____ forms issued Date: _____

Approval

VII. Other _____

VIII. MAYOR'S OFFICE

Final Approval

COMMENTS:

*** Each Department will charge its own separate fees.*