



**NO SMOKING**

**IT IS AGAINST THE  
LAW TO SMOKE IN  
THESE PREMISES**

## **VIRGIN ISLANDS FIRE AND EMERGENCY MEDICAL SERVICES**

### **SPECIAL EVENT INSPECTION APPLICATION FORM**

**St. Thomas/St. John: 1005 Ross Taarneberg, St. Thomas, VI 00802 ~ Tel: (340) 774-7610**

**St. Croix: No. 3019 Orange Grove, St. Croix, VI 00820 ~ Tel: (340) 773-8050 ~ Fax: (340) 773-8032**



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- **Tier 1: \$25** - Non-cooking vendors selling arts & crafts, clothing, jewelry, accessories, and other retail items, as well as baked goods or light refreshments prepared off-site and served without on-site cooking or heating equipment.
- **Tier 2: \$50** - Vendors preparing or cooking food on-site using open flames, deep fryers, grills, hot plates, or any other heat-producing equipment.

*Applicants are encouraged to submit their Special Event Inspection Application no later than one week before the scheduled event date to ensure timely processing. Applications submitted less than one week before the event will not be accepted.*

**PLEASE PRINT CLEARLY SO THAT YOUR APPLICATION MAY BE PROCESSED PROMPTLY**

**EVENT NAME & ADDRESS**

**EVENT DATE:**

**VENDOR/APPLICANT NAME:**

**CONTACT PERSON & NUMBER**

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Official Use Only**

Inspection Fee \_\_\_\_\_ Late Fee \_\_\_\_\_ Time Consum \_\_\_\_\_ Total Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Certificate No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved ☐ Disapproved

\_\_\_\_\_  
**Authorized Representative**