



Portland Fire & Rescue
Fire Marshal's Office
 1300 SE Gideon Street
 Portland, OR 97202-2419
 Phone: 503.823.3712
 Fax: 503.823.3925



PERMIT APPLICATION FOR PUBLIC/SPECIAL EVENTS

- FOR:** Trade Shows
 Concerts
 Banquets
 Fenced Outside Events
 Outside Tents
 Assembly Events in
 Non-Assembly Buildings
 Haunted Houses
 Lasers

<i>FOR FIRE BUREAU USE ONLY</i>	
PERMIT # _____	AMT. SUBMITTED WITH APPLICATION \$ _____
DATE REC'D. _____	CASH / CHECK # _____
RECEIPT # _____	REC'D FROM _____
PFI # _____	_____
BLDG. KEY # _____	CODES _____
	OCC. LOAD _____

This Public / Special Event Permit is required for:

- Assembly events both inside buildings and outside buildings (when fenced), when more than 500 people may attend.
- Haunted houses, regardless of occupant load.
- Assembly events in non-assembly buildings, or outside tents, when 250 or more people may attend.

A Separate Pyrotechnic / Special Effects Permit is required for:

- Pyrotechnics (other than outside fireworks) at concerts, movies, school plays, theater, etc.

A Separate Laser Permit is required for:

- Use of lasers (which require a Federal variance), whether inside or outside a building.

Permit fees are determined by the square footage of the area being used. If more than one assembly area is used, the permit fee is determined by the total square footage of all areas, including haunted houses.

Up to 25,000 square feet	\$150.00
25,001 to 50,000 square feet	\$250.00
50,001 to 100,000 square feet	\$500.00
100,001 to 150,000 square feet	\$750.00
150,001 to 200,000 square feet	\$1,000.00
200,001 to 250,000 square feet	\$1,250.00
250,000 square feet or greater	\$1,500.00

Fee for lasers and events in non-assembly buildings, outside tents, warehouses, parking garages, vacant buildings, etc. \$100.00

Fee for pyrotechnics \$200.00

Complete this form and submit with payment and one complete floor plan of the area being used for the event, drawn to scale. If floor plan is larger than 11" x 17", submit two copies. Plans cannot be reviewed without all submittal criteria. Permits will be issued after plan review is completed and payment is received.

Make check payable to "Portland City Treasurer". Either bring or send packet of required materials, including plans, paperwork and payment to: **PERMITS - Portland Fire & Rescue, 1300 SE Gideon Street, Portland OR 97202-2419.**

NOTE: Complete packet must be received at least SEVEN (7) calendar days before the event. Any permit request packet received after deadline will be charged **DOUBLE FEES (\$500.00 MAX).**

Event Name: _____

Event Facility: _____ Facility Address: _____

Facility Contact: _____ Phone: _____ Fax: _____

Dates event open to the public/customers: _____ Opening and closing times: _____
 _____ to _____ _____ to _____

Areas to be used (Hall A, Ballroom, Parking lot, etc.): _____

Total square footage to be used for event: _____

Applicant: _____ Contact at Event: _____

Applicant Address: _____

Phone: (_____) _____ Alternate Phone: (_____) _____ Fax: (_____) _____

Decorator: _____ Decorator Contact at Event: _____

Decorator Address: _____

Phone: (_____) _____ Alternate Phone: (_____) _____ Fax: (_____) _____

Type of Event (trade show, concert, banquet, etc.): _____

Briefly describe the activities planned and items on display during the event: _____

**THE FOLLOWING ITEMS HAVE SPECIAL FIRE MARSHAL REGULATIONS.
 PLEASE CHECK ANY THAT APPLY TO THIS EVENT. See individual REQUIREMENTS.**

- MOTOR VEHICLE (S) OR INTERNAL COMBUSTION ENGINE ON DISPLAY.
 Keys for motor vehicle(s) must be left on-site OR vehicle doors to be left open.
- OPERATION OF ANY MACHINERY OR EQUIPMENT, WHICH PRODUCES HEAT, SPARKS, DUST, FUMES OR WHICH REQUIRE SEPARATION FROM EVENT ATTENDEES TO PREVENT INJURIES.
 Information must be submitted regarding the exact type of equipment and how it will be used at the event. Special requirements may apply.
- TENTS/CANOPIES, TRAILERS/MOBILE HOMES and COVERS OVER BOOTHS are allowed inside building ONLY at: Oregon Convention Center, EXPO Center, Memorial Coliseum Arena & Rose Garden Arena where ceiling height is adequate.
- TENTS LOCATED OUTSIDE. See Form # 300.08C "Requirements for Use of Tent".
- HAUNTED HOUSE OR SIMILAR TEMPORARY INSTALLATIONS. See Form # 300.08 "Requirements for Haunted Houses"
- LANDSCAPING. Allowed only if requirement is met.
- OPEN FLAME DEVICES.
- COMPRESSED GASES: list type(s) & amounts: _____
- COOKING IN BUILDINGS. No propane allowed in buildings.
- COOKING OUTSIDE. Outside propane use requires a Propane Permit for each vendor. Contact our Permit Office at 503-823-3712 to obtain Propane Permit Application Form # 300.71.
- PYROTECHNICS. This requires a separate permit from our office as well as a permit from the State Fire Marshal's Office. Contact our Permit Office at 503-823-3712 to obtain Pyrotechnics Permit Application Form # 300.30 and Pyrotechnics Requirements Form # 300.30A.
- LASERS. If a Federal variance has been issued, a separate permit from our office is required. Contact our Permit Office at 503-823-3712 to obtain Laser Permit Application Form # 300.29 and Laser Requirements Form #300.29A.

Thank you for your submittal. We will contact you if we have any questions regarding your permit.

 Signature of Person Completing Form PRINT Name of Person Completing Form Date



PORTLAND FIRE & RESCUE

Fire Marshal's Office

1300 SE Gideon St.
503-823-3712

Portland OR. 97202-2419
Fax 503-823-3925

REQUIREMENTS FOR PUBLIC / SPECIAL EVENTS

Trade Shows, Concerts, Banquets, Fenced Outside Events

1. PERMITS:

- A permit from the Fire Marshal's Office is required for a facility (or any area of the facility) which may be occupied by 500 or more people.
- A **permit fee** is required – see application for details.
- Permit applications are available from the Permit Office at 1300 SE Gideon St., Portland OR 97202-2419.
- Make check payable to "Portland City Treasurer".

**THE APPROVED PUBLIC/SPECIAL EVENT PERMIT AND FLOOR PLAN
MUST BE KEPT IN A LOCATION AT THE EVENT WHERE IT IS
READILY ACCESSIBLE TO ANY FIRE OR POLICE OFFICIAL.**

2. ACCESS:

- CLEAR AND VISIBLE ACCESS must be provided and maintained for ALL:
 - Exits
 - Fire extinguishers
 - Fire hose cabinets
 - Fire alarm pull stations

3. OCCUPANCY LIMITS:

- The legal occupancy load allowed will be shown on the approved permit. **Do not exceed this limit.**

4. FLOOR PLANS:

- A detailed floor plan, clearly drawn to scale, must be submitted with the permit application packet at least 30 days prior to the event.
- Plans must be an actual representation of the event.
- It is permissible to use generic facility floor plans, such as those provided by the Oregon Convention Center, EXPO Center, etc.
- In general, where applicable, the Fire Marshal's Office will not approve floor plans that have not been approved by the facility management.
- The Fire Marshal's Office, Public/Special Events Inspector, must be notified of any change in the plans no later than seven (7) days before show opening.
- Changes filed less than seven calendar (7) days before show opening will require double fees to be paid if proposed changes require additional plan review or special measures because aisles are reduced, booths or tables added, etc.
- **The following information is REQUIRED ON ALL FLOOR PLANS and must be clearly indicated:**
 - Event name and dates of actual operation.
 - Name of each area to be used (Hall, Room, Parking Lot, etc.)
 - Location and use of all bulk spaces.
 - Location of Fire Access Lanes – minimum 15 ft. wide.
 - Location and approximate square footage of bark mulch, dust or chips.

REQUIREMENT FOR PUBLIC / SPECIAL EVENTS

FLOOR PLANS (continued)

- Location and dimensions, in feet and inches, plus total square footage, of each area, including:
 - Stages
 - Display Areas
 - Booths
 - Islands
 - Registration Desks
 - Food Carts or Food Booths
 - Motor Vehicles
 - Operating Machinery
 - Hazardous Operations
 - Any other items set up in any lobby or floor area.
 - Location and dimensions, drawn to scale, of:
 - A. **TABLES:** All seating and dining areas must show detail of chair and table set-up, aisle width and table spacing.
 - Table rounds must be spaced a minimum of 6', from table edge to table edge.
NOTE: For additional table round spacing specifications, contact the Fire Marshal's Office.
 - Banquet tables, 4' to 8' long, must be spaced:
 - A minimum of 31" apart when seating on one side.
 - A minimum of 50" apart when seating on both sides.
 - B. **CHAIRS:**
 - When arranged, rows must NOT contain more than 14 chairs.
 - Seats must have a minimum clear space of 12" between rows.
 - Aisles between rows of chairs should be 4' wide or more, but may vary depending on aisle lengths.
 - When seats exceeding 300 in number are arranged in rows, the three chairs at both ends of each row must be securely fastened (bonded) together.
 - C. **AISLES:**
 - At trade shows in hotels or ballrooms, minimum aisle widths of 8' are required.
 - At trade shows in larger facilities, minimum aisle widths of 10' are required.
 - Depending on square footage, aisles may be required around displays.
 - Large island booths must show any required aisles which pass through the island.
 - Aisles passing support columns must have 36" minimum clearance from the column.
 - D. **EXITS:**
 - Unless specifically allowed by the Fire Marshal's Office and shown on the approved floor plan, all exits must be:
 - Unobstructed.
 - Not covered with drape or other items.
 - Unlocked and in no way impaired.
 - Required exits in large bulk space areas in buildings may require lighted battery back-up exit signs.
 - Outside fenced events require regulation exits (maximum 100' travel distance to reach an exit) and approved exit signs.
 - E. **BARRIERS:**
 - Location and height of all pipe and drape or other barriers (such as hardwall, fencing, etc.)
5. **DECORATIONS:**
- Decorative materials, booth walls, pipe and drape, etc. must be effectively FLAME-PROOFED or made of materials acceptable to the Fire Marshal's Office.
 - Signs, banners and other decorative materials may not be suspended from or attached to, the fire sprinkler piping or sprinkler heads.

REQUIREMENT FOR PUBLIC / SPECIAL EVENTS

DECORATIONS (continued)

- All displays must remain at least 36" below any building fire sprinkler heads.
- Use of BARK MULCH, DUST or CHIPS require that:
 - Location and approximate square footage shall be shown on the floor plan.
 - Lighting and wiring placed in this material shall be 12 volt UL approved for outdoor use.
- Electrical wiring for ponds, or similar displays, must be approved by the Fire Marshal's Office.

6. ENCLOSED STRUCTURES:

- No canopies, similar coverings or enclosed structures are allowed inside buildings unless approved by the Fire Marshal's Office.
- All approved coverings or structures with roofs are required to have all electrical power disconnected at the close of show each day.

7. SMOKE DETECTORS:

- A properly mounted and working smoke detector must be provided and maintained in every enclosed structure within a building 10' x 10' or larger.

8. VEHICLES:

- Exhibitors displaying vehicles inside a building or tent, equipped with liquefied petroleum gas (propane) containers, must have such containers emptied and reduced to atmospheric pressure before bringing them into the building.
- Vehicles displayed inside a building or tent cannot contain more than ¼ tank of fuel, or 5 gallons of fuel, whichever is less.
- Gas cap must be either a locking type or taped in place.
- Gasoline or other fuels shall be drained or added outside of the building.
- Any vehicle with a gasoline or alcohol stove, must have such stove completely emptied and reduced to atmospheric pressure, prior to display.
- Keys are to be left on-site, or the vehicle doors left open for inspection.
- Battery cables must be disconnected and taped, or batteries removed.

9. HEATERS:

- Portable space heaters are not allowed, unless specifically approved in the Public/Special Event permit.

10. FLAMMABLES:

- No PROPANE cylinders, flammable GASES, liquids or solids, are allowed in any building, enclosed tent or structure, unless specifically allowed on the approved permit.
Exception: Up to two 16.4 oz. disposable bottles of propane/butane are allowed per exhibitor.
- Natural gas use is required in venues which have pre-plumbed natural gas hook-ups.

11. SECURITY:

- 24 hour on-duty security personnel are required until all enclosed structures are removed from the building.
- A door or window in each enclosed structure is to be left open.
- Security personnel are required to make 30 minute patrols to check all enclosed structures for possible fire.
- Security personnel must have quick access to a telephone in order to report fire or other security problems.
- A written log of security rounds must be maintained and available to any fire or police officer upon request.

12. OUTSIDE EVENTS:

- Outside fenced events require regulation exits (maximum 100' travel distance to reach an exit) and approved exit signs.
- For outside events featuring food vendors, the person applying for this Public/Special Event Permit must also submit a list of all food vendors and a floor plan showing each vendor location.
- Food vendors are required to have Propane and/or Natural Gas Permits.

Violation of these requirements may result in a citation at the time of inspection.