



**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**

EVENT NAME: \_\_\_\_\_  
 \_\_\_\_\_  
 DATES EVENT OPEN TO THE PUBLIC/CUSTOMERS:  
 \_\_\_\_\_ to \_\_\_\_\_  
 OPENING AND CLOSING TIMES:  
 \_\_\_\_\_ to \_\_\_\_\_

**FOR FIRE BUREAU USE ONLY**

PERMIT # \_\_\_\_\_ AMT. SUBMITTED WITH APPLICATION \$ \_\_\_\_\_  
 DATE REC'D. \_\_\_\_\_ CASH / CHECK # \_\_\_\_\_  
 RECEIPT # \_\_\_\_\_ REC'D FROM \_\_\_\_\_  
 PFI # \_\_\_\_\_  
 BLDG. KEY # \_\_\_\_\_  
 Inspector's Notes: \_\_\_\_\_  
 \_\_\_\_\_

**REQUIRED FOR: Trade Shows • Concerts • Banquets • Assembly Events in Non-Assembly Building • Outside Tents • Fenced Outside Events • Haunted Houses**

- Assembly buildings: events in buildings when the calculated load for the space would allow 500 or more people to attend.
- Non-assembly buildings: outside tents, warehouses, parking garages, or vacant buildings, when 50 or more people may attend.
- Fenced outside events where 50 or more people may attend. (These events will be categorized under Schedule A)
- All trade shows with six or more vendor booths.
- Haunted houses: regardless of occupant load.

**Separate application for Pyrotechnic/Special Effects Permit required for:**

**Pyrotechnics (other than outside fireworks) at concerts, movies, school plays, theater, etc.**  
 Fee for pyrotechnics.....**\$200.00 per event. STANDBY FEES MAY APPLY**

**Separate Laser permit required for:**

Use of lasers (which require a Federal variance), whether inside or outside a building. Fee for lasers.....**\$100.00 per event**

**FEES BASED ON TOTAL SQUARE FOOTAGE USED.** Add all assembly areas used to determine total square footage.

**Assembly Building Fees – Schedule A**

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 250,000square feet .....	\$1,250.00
250,001 sq ft or greater .....	\$1,500.00

**NON-Assembly Building Fees – Schedule B**

Up to 25,000 square feet .....	\$250.00
25,001 to 50,000 square feet.....	\$500.00
50,001 to 100,000 square feet.....	\$750.00
100,001 to 150,000 square feet.....	\$1000.00
150,001 to 200,000 square feet.....	\$1,250.00
200,001 to 250,000square feet.....	\$1,500.00
250,001 sq ft or greater.....	\$1,750.00

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 required submittal criteria.

**Make check payable to "Portland City Treasurer".** Either bring or send packet including plans, paperwork and payment to: **PERMITS - Portland Fire & Rescue, 1300 SE Gideon Street, Portland OR 97202-2419. 8:00 AM – 3:30 PM, Monday - Friday**

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

Inspector Initial \_\_\_\_\_ Date: \_\_\_\_\_ Codes \_\_\_\_\_  
 Occupant Load: \_\_\_\_\_

Event Facility: \_\_\_\_\_ Facility Address: \_\_\_\_\_

Facility Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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 # 300.08ROT "Requirements for Use of Outdoor Tent".
- HAUNTED HOUSE OR SIMILAR TEMPORARY INSTALLATIONS. See Form # 300.08RHH "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 # 300.29P 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