

INSTRUCTION FOR COMPLETING FIRE SAFETY EVENT PERMIT
APPLICATION

**Application, fees, site plan and emergency plan (if required)
must be received at least 2 WEEKS BEFORE EVENT**

1. Complete Event information. Be sure to list an onsite contact person and phone number. The date and time listed as earliest date/time for inspection should be when the event is at least 95% ready to open. This means vendors, displays, merchandise, decorations and fire extinguishers in place.
2. Complete the Billing information. List the business (if applicable) and person responsible for paying for the permit. Applications WILL NOT be accepted or processed without full payment.
3. Answer the questions about safety concerns as they relate to the event you are applying for.
4. Permit Type and Fees – Read the criteria below carefully for each type of permit and check each type of permit that applies to your event. You will PAY the SINGLE highest permit fee, all other permits will be included.

Permit Types

- Places of Temporary Assembly – The temporary gathering of 50 or more persons for such purposes as deliberation, education, instruction, worship, entertainment, amusement, drinking and dining in a space not approved for assembly use.
- Amusement Building – Haunted houses and similar temporary installations. See Appendix K of the Oregon Fire Code.
- Open Burning – Permit always required.
- Exhibits and Trade Shows – An event in which the display of products or services is organized to bring together the provider and users of the products and services. An operational permit is required when the number of tables or booths exceed 10, cooking is involved or when the display area exceeds 500 square feet. If you hold 2 or more of the SAME EVENT a year at the SAME LOCATION with the SAME LAYOUT and apply for ALL permits at the SAME TIME, you may use the Annual Exhibition & Trade Show box.
- Explosives - An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, pyrotechnic special effects, or blasting operations.
- Performances with Fire – An operational permit is required to conduct a performance that utilizes fire for entertainment purposes, outside of a protective housing or in ways in which it travels through the air (by one person or between multiple persons) in a public or private location. i.e. fire dancing, juggling.
- Bonfires – Permit is required in order to conduct a bonfire within the Springfield Urban Growth Boundary.
- Liquid or Gas Fueled Vehicles in Assembly Buildings – Batteries must be disconnected and fuel tank secured with less than ¼ tank or 5 gallons (whichever is less).
- Temporary Membrane Structures and Tents – Permit required to operate an air-supported temporary membrane structure or tent having an area in excess of 1,500 square feet or an occupant load of 50 or more, or multiple tents (400sq ft or larger) with an aggregate area of more than 1,500 square feet. Required Site Plan – Site plan MUST include location and size of ALL EXIT doors, fire extinguishers, aisles, LPG tanks, display/vendor spaces and any fire lanes. Plans with tents must show distance to property lines, fences and structures and include how the tent will be anchored.

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A shared service of the cities of Eugene and Springfield, Oregon

FMO Use Only: Date _____ Amount Paid:\$ _____ Check # _____ Initials _____ Permit Number: _____



Office of the Fire Marshal

1320 Willamette Street, Eugene, OR 97401
541-682-5411, FAX 541-682-6882

COURAGE
HONOR
SERVICE

Springfield Fire Safety Event Permit Application

Applying for a Permit: Complete the application, submit a complete site plan and pay any fees at least 2 weeks prior to the event.

*****PERMIT FEES ARE NON-REFUNDABLE AND MUST BE PAID AT THE TIME OF APPLICATION*****

Event Name: _____

Event Address: _____

Date (s) of Event: _____ Time Event Begins: _____

Event Contact Person: _____ On-Site Telephone Number: _____

Email Address: _____

Earliest date/time setup will be complete and ready for inspection: _____

Inspections: Set-up needs to be 95% complete, including decorations, vendors, and displays in place at the time of inspection. The inspection is to insure compliance with the Fire Code and the provisions of this permit. Deficiencies shall be corrected prior to opening to the public. Failure to make required corrections prior to opening may result in revocation of the permit, citation and possible closure of the event.

Billing Contact (Business Name /Contact Person): _____

Billing Address (City, State, Zip): _____

Billing Phone No. & Email address: _____

*****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED*****

Did you attach the floor or site plan? Yes No
Will fuel fired equipment be used/displayed? Yes No
Will cooking occur? Yes No

Will decorative materials be used Yes No
Is it flame retardant? Yes No
Will any open flame be used? Yes No

Permit Type and Fees

- Amusement Building (effective for 180 days) \$450
- Bonfires \$450
- Exhibitions & Trade Shows \$450
- Explosives \$450
- Liq./Gas-Fueled Vehicles/Equipmnt in Assembly Bldg \$240
- Open Burning \$450
- Performances with Fire \$240
- Places of Temporary Assembly \$240
- Temporary Membrane Structures and Tents \$240
- Unique Conditions \$450

Did you attach written emergency plan detailing evacuation notification, procedures for assisting people unable to evacuate, accountability, 911 notification etc.? Yes No

Operational Permits include permit application reviews, document handling and a one-hour inspection with one inspector. Additional staff and time for inspections and re-inspections will be charged at **\$110.00 per hour**.

Signature: _____ Date: _____

**Make Checks Payable to: City of Eugene Fire Marshal's Office
Mail to: Eugene Springfield Fire Marshal's Office
1320 Willamette Street, Eugene OR 97401**



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