

# **INSTRUCTION FOR COMPLETING FIRE SAFETY 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.
- Carnivals or Fairs – 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.
- Fireworks – A permit is required for agricultural use, public displays, retail sales and wholesale.
- 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.
- Pyrotechnic Special Effects – Permit always required to use pyrotechnic effects in front of a proximate audience.
- 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.

**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.



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

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

**Eugene Office**  
1320 Willamette Street  
Eugene, OR 97401  
(541) 682-5411  
(541) 682-6882 FAX



**Springfield Office**  
225 Fifth Street  
Springfield, OR 97477  
(541) 726-3737  
(541) 741-2214 FAX

## Springfield Event Fire Safety 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

Bonfires \$450  
 Amusement Building (effective for 180 days) \$450  
 Carnivals & Fairs \$450  
 Exhibitions & Trade Shows \$450  
 Covered & Open Mall Buildings \$450  
 Explosives and Blasting Agents \$450  
 Liq./Gas-Fueled Vehicles/Equipmnt in Assembly Bldg \$240  
 Performances with Fire \$240  
 Pyrotechnical Special Effects (Firework Show) \$450  
 Temporary Membrane Structures and Tents \$240  
 Places of Temporary Assembly \$240

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

Annual Exhibitions & Trade Shows \$600  
 Firework Retail Displays/Stands \$450

Agricultural  
 Public Display  
 Retail Sales (per retail sales period)  
 Wholesale

**Additional Hourly Fee**  
**(inspections longer than 2 hrs) \$110**

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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