



**Office of the Fire Marshal**

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

COURAGE  
HONOR  
SERVICE

## Springfield Annual Operational Permit Application

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

Business Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ On Site Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Contact (Business Name/Contact Person): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Phone No. & Email Address: \_\_\_\_\_

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

Did you attach the floor or site plan and a description of the process or operation?  Yes  No

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

**Permit Type and Fees:**

- |  |       |  |       |
|--|-------|--|-------|
| <input type="checkbox"/> Annual event and trade shows    | \$600 | <input type="checkbox"/> Repair garages and motor fuel-dispensing facilities | \$450 |
| <input type="checkbox"/> Covered and open mall buildings | \$450 | <input type="checkbox"/> Mobile food preparation vehicles                    | \$179 |
| <input type="checkbox"/> LP Gas                          | \$450 | <input type="checkbox"/> Plant extraction systems                            | \$179 |

Operational permits include a permit application review, document handling, and a one-hour inspection with one inspector. Operational permits may require additional processing and inspection time. An hourly rate of **\$110.00 per hour** will be assessed if additional time is necessary to achieve compliance with permit requirements.

**Make Checks Payable to: City of Eugene Fire Marshal's Office**

Printed name of person completing application: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person Completing Application: \_\_\_\_\_



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

## **INSTRUCTION FOR COMPLETING ANNUAL OPERATIONAL PERMIT APPLICATION**

1. Provide the name of the business or entity seeking the permit along with the street address or location of the operation.
2. Provide the name of a contact person on site at the location of the operation.
3. Complete the Billing information. List the business (if different than the operating business) and person responsible for paying for the permit. Applications WILL NOT be accepted or processed without full payment.
4. Attach a copy of the floor or site plan and a description of the process or operation being permitted. Floor or site plans MUST include location of ALL EXIT doors, fire extinguishers, aisles, and any fire lanes.
5. Indicate which type of permit is being requested.
6. Operational permits include a permit application review, document handling, and a one-hour inspection with one inspector. Additional staff and time for inspections and re-inspections will be charged per the authorized hourly service rate.
7. Checks should be made payable to: City of Eugene Fire Marshal's Office.
8. Questions about the Annual Operational Permit Application or its process should be directed to the Fire Marshal's Office at (541) 682-5411, or by email at - [fmoadmin@ci.eugene.or.us](mailto:fmoadmin@ci.eugene.or.us)