



Office of the Fire Marshal

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

COURAGE
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SERVICE

COMPLETING THE FIRE SAFETY EVENT PERMIT APPLICATION

Application and required documentation must be submitted no less than 10 business days prior to event date to avoid an Expedited Processing Fee

Application Process. Complete the application in its entirety and provide all required documentation. Application packets can be emailed or mailed to our office via the contact information at the bottom of the application. Once received, our office will review the application and contact the applicant should any changes need to be made to your configuration. A Deputy Fire Marshal will contact you a few days prior to the event to schedule your inspection. *Inspections will only take place once event setup is 95% complete;* this includes vendors, displays, merchandise, decorations, fire extinguishers, etc. all in place.

Permit Fees. Check the box for each permit type that applies to your event. A description of permit types can be found following the application. If up to three operational permits are required for the same event, then the applicant will *only be charged for the highest single fee* according to the adopted fee schedule. Any additional operational permits required beyond the first three will be charged individually. Operational permit fees include permit application review, document handling, and a one-hour inspection with one inspector. Additional staff and time for inspections will be charged at *\$100 per hour per additional staff member*.

Payment Processing. Payment must be made within 30 days of issuance of permit unless otherwise stated on an invoice, after which point a late fee will be charged to the applicant or person listed for billing on the application. Please provide complete billing information on the application including city, state, and zip of the billing address; list the business or person responsible for payment and specify the department if needed. Our office will mail an invoice to the provided billing address if payment has not been received within approximately 10 business days of receiving your application. *If you choose to send payment ahead of time without receiving an invoice, it is highly recommended that you first verify the correct fee amount with our office after we've received the application.* Payment can be made via credit or debit card provided over the phone, or by check mailed to our office. Mailing and contact information are provided at the bottom of the application.

Required Documentation: Each permit will require a different set of documentation to submit with your application. Please review the permit types following the application; provide the required documents for any permit type in which you selected on the application. The documents listed are not all inclusive and specific document requirements may vary depending on applicable codes and the nature of the event. The Fire Marshal's Office will reach out to request additional documentation if it is deemed necessary.





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Eugene Springfield Fire Safety Event Permit Application

Applications must be submitted no less than 10 business days prior to event date to avoid an Expedited Processing Fee

Event Name: _____

Event Address: _____

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

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

Email Address: _____

Earliest date & time setup will be complete and ready for inspection: _____
Set-up must be 95% complete prior to inspection. Deficiencies shall be corrected prior to opening to the public.
Failure to comply may result in revocation of the permit, issue of citation, and possible closure of the event.

Billing Contact (Business Name & Department): _____

Billing Address (Include City, State, Zip): _____

Billing Phone No. & Email address: _____

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

Estimated number of attendees: _____

Will any of the following be present during your event?

- Fuel Fired Equipment Open Flames Cooking Equipment

Permit Type and Fees

<input type="checkbox"/> Amusement Building (effective for 180 days)	\$300	<input type="checkbox"/> Fire Art Performances	\$250
<input type="checkbox"/> Carnivals & Fairs	\$300	<input type="checkbox"/> Mobile Food Unit & Food Cart Pod	\$200
<input type="checkbox"/> Covered and Open Mall Buildings	\$300	<input type="checkbox"/> Outdoor Assembly Event	\$300
<input type="checkbox"/> Liquid/Gas Fueled Vehicle in Bldg.	\$25	<input type="checkbox"/> Places of Temporary Assembly	\$250
<input type="checkbox"/> Tents & Temp. Membrane Structures (No Fee)	\$0	<input type="checkbox"/> Exhibit & Trade Show - Single Event	\$250
<input type="checkbox"/> Tents & Temp. Membrane Structures (W/ Fee)	\$250	<input type="checkbox"/> Annual Exhibit & Trade Show	\$400

Expedited Processing Fee = \$250 (+ cost of permit)
for applications received less than 10 business days
prior to event date.

Signature: _____ **Date:** _____

Eugene Springfield Fire Marshal's Office

1320 Willamette St., Eugene, OR 97401 - 541-682-5411 - FMOAdmin@eugene-or.gov





Permit Types & Required Documentation

- **Amusement Building:** A permit is required to operate special amusement buildings, such as haunted houses and similar temporary installations.
Required Documentation: Internal Floor Plan, Special Equipment Information & Listing Data, Emergency Evacuation Plan
- **Carnivals & Fairs:** A permit is required to operate a carnival or fair. Carnivals and fairs are mobile enterprises principally devoted to offering amusement or entertainment to the public in, upon or by means of portable amusement rides or devices or temporary structures in any number or combination, whether or not associated with other structures or forms of public attraction.
Required Documentation: External Site Plan, Tent/Canopy Manufacturer's Structural Design & Listing Data, Special Equipment Information & Listing Data, Crowd Management Plan
- **Covered and Open Mall Buildings:** A permit is required for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in a mall. Also includes the display of liquid or gas-fired equipment, and open-flame or flame-producing equipment.
Required Documentation: Internal Floor Plan, Special Equipment Information & Listing Data, Emergency Evacuation Plan
- **Liquid/Gas Fueled Vehicle in Building:** A permit is required to display, operate or demonstrate liquid or gas-fueled vehicles or equipment in assembly buildings. Batteries must be disconnected, and fuel tank secured with less than ¼ tank or 5 gallons (whichever is less).
Required Documentation: Internal Floor Plan
- **Fire Art Performance:** A permit is required to conduct a fire art performance in a public or private location.
Required Documentation: Site or Floor Plan, Fire Prevention Plan, Emergency Procedures Plan. Documentation must classify the type of fire art performed (example: juggling, breathing, etc.).
- **Mobile Food Unit & Food Cart Pods:** A permit is required for mobile food units that have appliances that produce smoke or grease-laden vapors, or a food cart pod. A mobile food unit includes vehicles that contain cooking equipment that produce smoke or grease-laden vapors for the purpose of preparing and serving food to the public and are licensed by the Oregon Health Authority in accordance with OAR 333, Division 162. Mobile food units may include vehicles, sheds, trailered unit, trucks, buses, existing sheds or other roofed enclosures. Vehicles intended for private recreation shall not be considered mobile food preparation vehicles.
Required Documentation: External Site Plan, Internal Floor Plan, Tent/Canopy Manufacturer's Structural Design & Listing Data, Special Equipment Information & Listing Data, Emergency Evacuation Plan, Crowd Management Plan
- **Outdoor Assembly Event:** A permit is required to conduct an outdoor assembly event where planned attendance exceeds 1,000 persons.
Required Documentation: External Site Plan, Tent/Canopy Manufacturer's Structural Design & Listing Data, Special Equipment Information & Listing Data, Crowd Management Plan
- **Places of Temporary Assembly:** A permit is required when a space to be utilized for temporary assembly has not been previously classified as or approved for assembly use by the Building Official. This permit is not intended to substitute for compliance with code requirements for an Assembly occupancy. The issuance of a places of temporary assembly operational permit is at the sole discretion of the Fire Code Official and may include additional safeguards.
Required Documentation: Internal Floor Plan, Special Equipment Information & Listing Data, Emergency Evacuation Plan





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- **Exhibit & Trade Show – Single Event:** This permit is required when 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.
Required Documentation: External Site Plan, Internal Floor Plan, Tent/Canopy Manufacturer’s Structural Design & Listing Data, Special Equipment Information & Listing Data, Emergency Evacuation Plan, Crowd Management Plan
- **Annual Exhibit & Trade Show:** This permit is required for exhibits & trade shows that occur more than once in a year, at the same location, and utilizing the consistent configuration for each occurrence. An example of this would be a farmer’s or flea market where the location and vendor configuration are the same from week to week.
Required Documentation: External Site Plan, Internal Floor Plan, Tent/Canopy Manufacturer’s Structural Design & Listing Data, Special Equipment Information & Listing Data, Emergency Evacuation Plan, Crowd Management Plan
- **Tents & Temporary Membrane Structures:** Structures erected for less than 180 days qualify as temporary. Please review the two classifications of permits below (with fee vs no fee) to determine which type is applicable to your event.
Required Documentation: External Site Plan, Tent/Canopy Manufacturer’s Structural Design & Listing Data, Special Equipment Information & Listing Data, Crowd Management Plan

A NO FEE Operational Permit is required:

- To operate any temporary air supported membrane structure or tent/canopy with an area 400 square feet or more but not more than 700 square feet, without sidewalls, and is not used for cooking.
- For *multiple* temporary membrane structures or tents placed side-by-side that have an aggregate area of 700 square feet or less, that do not have sidewalls, and are not used for cooking.

An Operational Permit WITH FEE is required:

- For any single temporary membrane structure or tent with an area of 400 square feet or more but not more than 700 square feet that has sidewalls or is used for cooking.
- For *multiple* temporary membrane structures or tents placed side-by-side that have an aggregate area of 700 square feet or less and one or more of the temporary membrane structures or tents has sidewalls or is used for cooking.
- For *multiple* temporary membrane structures or tents placed side-by-side, that have an aggregate area of 700 square feet or more.

