



Operational Permit Application

Special Events Master Permit



www.cityofvancouver.us/departments/fire-department

International Fire Code as adopted by VMC 16.04 (Washington State Fire Code)

Permitting Requirements

An **operational permit** is required to conduct a special event that encompasses more than one required operational permit, in accordance with WSFC 105.6. (Tents and Membrane Structures, Open Flame, Outdoor Assembly, restricted egress, controlled entry etc.). Note there is both a review fee (VMC 17) and an issuance/inspection fee (VMC 16).

Event Information

Name of the Event:			
Dates of the Event:		Hours of Operation:	
Site Address:		City/ Zip Code:	
Building Name and #:			
Number of people anticipated:		Maximum number of people at one time:	

Event Coordinator Information

Promotion/Company Name:			
Mailing Address:		City:	Zip Code:
E-mail		Phone:	Fax:
On-site Event Coordinator:		Position:	
Event Coordinator Cell Phone:			

Power, Cooking & Heat Generation

Source of Power:	<input type="checkbox"/> On-Site Power	<input type="checkbox"/> Generator	If using generator, type of fuel & amount on site: _____
Number of Booths:	Cooking _____	Non-Cooking _____	Indicate cooking/non-cooking on site plan.
Cooking Preparation:	<input type="checkbox"/> Deep fat frying	<input type="checkbox"/> BBQs	<input type="checkbox"/> Open Flame <input type="checkbox"/> Other: _____
Open Flame (other than for cooking):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Outdoor Heaters:	<input type="checkbox"/> Yes <input type="checkbox"/> No Show locations on site plan.

Tent/membrane structure Information

Will there be a tent/membrane structure with sides over 400 ft ² ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a tent/membrane structure or groups of tents over 700 ft ² ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be battery back-up illuminated exit signs and emergency egress lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any heating provided for tents/membrane structures? <input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, type/fuel: _____
What is the maximum occupant capacity of each tent?

Entertainment:

Type of Entertainment: _____ Stages? ☐ Yes ☐ No

Fireworks or Special Effects: ☐ Yes ☐ No *If yes, submit a separate Fireworks Application.*

Description of Event

Electronic Plan Standards

File Naming Standards:

Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/) system:

<https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/>



Acceptable File Types:

Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale and show a measurable scale on the page for measurement calibrations.

Document Orientation:

All plans must be uploaded in "Landscape" format in the horizontal position with a north indicator. All other documents can be in "Portrait" format.

Stamped:

Where documentation contains a code analysis or engineering calculations, such documents shall be stamped by the design professional.

Minimum Submittal Checklist for Upload to ePLANS

- ☐ Completed Operational Permit Application –Special Events Master Permit (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- ☐ Site plan (see attached example)
- ☐ Supporting documents listed below (See *Document Details* below)

Document Details

In addition to the completed permit application, provide the following documents when required:

- ☐ A narrative shall be submitted describing the nature and scope of the event.
- ☐ Where required by the City of Vancouver, a public safety plan shall be submitted addressing the items listed in WSFC 403.11.2. Include details of audio shutdown and crowd notification.
- ☐ Where required by the City of Vancouver, the event operator or agent shall designate one qualified individual to continuously monitor local weather reports, forecasts, and conditions. Said person shall be responsible for initiating weather-related event mitigation activities, ordering the suspension or cancellation of the outdoor assembly event, and issuing the evacuation signal in accordance with the approved public safety plan (WSFC 3106.4.2).

- ☐ Where events involve a gathering of more than 1,000 people or where required by the City of Vancouver, trained crowd managers shall be provided in accordance with WSFC 403.11.3. Training for crowd managers shall be approved and not fewer than one trained crowd manager for each 250 persons or portion thereof.
- ☐ Fire/flame resistance listings for membrane structures (each type)

Site Plan Details

The following is a list of information required on all plan submittals for review of a spraying or dipping permit. The plan shall be drawn to 1/8" = 1'-0" minimum scale. The applicant is required to submit all applicable information so an accurate and timely review may be completed:

General:

- ☐ Site plan to include:
 - a. North arrow and measurable scale for calibration purposes.
 - b. Surrounding fire service features, such as fire hydrants, fire department connections, backflow prevention assemblies, PIV and fire apparatus access roads.
 - c. Location of any outdoor hazardous storage.
- ☐ Layout of the outdoor event, including location and dimension of stages, temporary tents, membrane structures, canopies or special event structures and vehicles serving the event; location of "NO SMOKING" signs; locations, ratings, and types of portable fire extinguishers.
- ☐ Location of food carts, food booths, food vehicle vending and vendors.
- ☐ Size of EXIT or EMERGENCY EXIT ONLY signs and color scheme (e.g. red background with reflective 12" white lettering)
- ☐ Locations of crowd control stations and exit monitoring.
- ☐ Description of activities being performed in each tent, membrane structure, stage canopy, or special event structure serving the event, including description of cooking equipment where applicable.
- ☐ Location of any special hazards such as hazardous storage and/or LP-gas serving the event
- ☐ Estimated crowd and maximum crowd size allowed.

Permit Conditions

The following is a list of WSFC requirements related to outdoor assembly event operations. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

General:

- ☐ Where required by the City of Vancouver, the event operator or agent shall provide one or more fire watch personnel that shall remain on duty while places requiring a fire watch are open to the public, or when an activity requiring a fire watch is being conducted (WSFC 3106.2 and 403.11.1). The following are the responsibilities of the fire watch personnel:
 - a. Keep diligent watch for fires, obstructions to means of egress and other hazards.
 - b. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
 - c. Take prompt measures to assist in the evacuation of the public from the structures.
- ☐ Portable fire extinguishers shall be provided in accordance with WSFC Section 906 (WSFC 3106.4.4).
- ☐ Smoking shall be permitted only in designated areas. Other areas shall have approved "NO SMOKING" signs conspicuously posted and maintained in accordance with WSFC Section 310 (WSFC 3106.4.5).
- ☐ Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers (firebrands) shall not be used within 20 feet of a tent or temporary structure (WSFC 3106.5.1).

Exceptions:

- 1. Designated cooking tents not occupied by the public when approved by the City of Vancouver.
- 2. Tents or structures where cooking appliances are protected with an automatic fire-extinguishing system in accordance with WSFC 904.13.
- ☐ Cooking equipment using combustible oils or solids shall meet the following requirements (WSFC 3106.5.2):

1. A noncombustible lid shall be immediately available. The lid shall be of sufficient size to cover the cooking well completely.
 2. The equipment shall be placed on a noncombustible surface.
 3. An approved portable fire extinguisher for protection from cooking grease fires shall be provided at a location approved by the City of Vancouver.
- ☐ The use of LP-Gas shall comply with WSFC Chapter 61 (WSFC 3106.5.3).
 - ☐ Outdoor assembly events with concession stands or booths using electrical equipment and temporary wiring for electrical power or lighting shall comply with the applicable provisions of NFPA 70 and shall be listed and labeled for outdoor use (WSFC 3106.6).
 - ☐ Generators shall be installed not less than 10 feet from combustible materials and shall be isolated from the public by physical guard, fence, or enclosure installed not less than 3 feet away from the internal combustion power source and each generator shall be provided with an approved portable fire extinguisher complying with Section 906 (WSFC 3106.6.2).

Fire Department Access:

- ☐ A fire lane of no less than 20 feet in width having an unobstructed vertical clearance of not less than 13 feet 6 inches shall be maintained.
- ☐ Dead-end fire lanes in excess of 150 feet shall be provided with an approved area for turnaround.
- ☐ As required by the fire department, signs shall be provided to designate Fire Access / No Parking.
- ☐ Access to building openings and walkways shall be maintained. Access to exterior doors and openings, fire control rooms, fire pump rooms, and parking structures may not be obstructed.
- ☐ All existing requirements for access to fire hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles: 15 feet per side. Any vendors blocking access to water supplies will be relocated immediately. The access to the following shall not be obstructed:
 1. Fire hydrants
 2. Fire department connections
 3. Post indicator valves
 4. OS&Y valves
 5. All WSFC sections pertaining to blocking of hydrants and connections shall be enforced

Fenced Events (events where the designated area for the event is closed off by temporary fencing):

- ☐ The number of exits shall be in addition to the main entrance
Exception: Events of less than 50 people
 1. Two or more exits shall be provided when the site accommodates 50 or more persons
 2. Three or more exits shall be provided when the site accommodates from 1,000 to 3,000 persons
 3. Four or more exits shall be provided when the site accommodates more than 3,000 persons
- ☐ Exits shall be equally spaced along the perimeter of the fence such that no exit is greater than a distance of 400 feet of travel to an exit. Additional exits shall be added if needed.
- ☐ Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- ☐ Each exit shall have a member of the security staff assigned to it and staff shall have an approved means of internal communication and a method of calling 911. The security provider shall provide a gate assignment roster upon request.
- ☐ Each emergency exit shall be marked by an approved exit sign that complies with all of the following:
 1. Exit signs shall have a white background with contrasting red letters
 2. Exit signs shall measure 36 inches by 60 inches
 3. Sign lettering shall measure 12 inches in height
 4. Signs shall be placed at the top center of the exit panel and shall show the exit identification number from both sides.

NOTE: This is not intended to be an all-inclusive list. The WSFC requirements listed are intended to ensure that we have adequate information to begin a review of the application. Additional information may be required.

I understand that all applicable codes apply and that other regulatory codes may also apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Vancouver ordinances and laws of the State of Washington.

APPLICANT NAME: _____ APPLICATION DATE: _____

APPLICANT SIGNATURE: _____

EXAMPLE ONLY - SPECIAL EVENT SITE PLAN

Esther Short Park – Downtown Vancouver

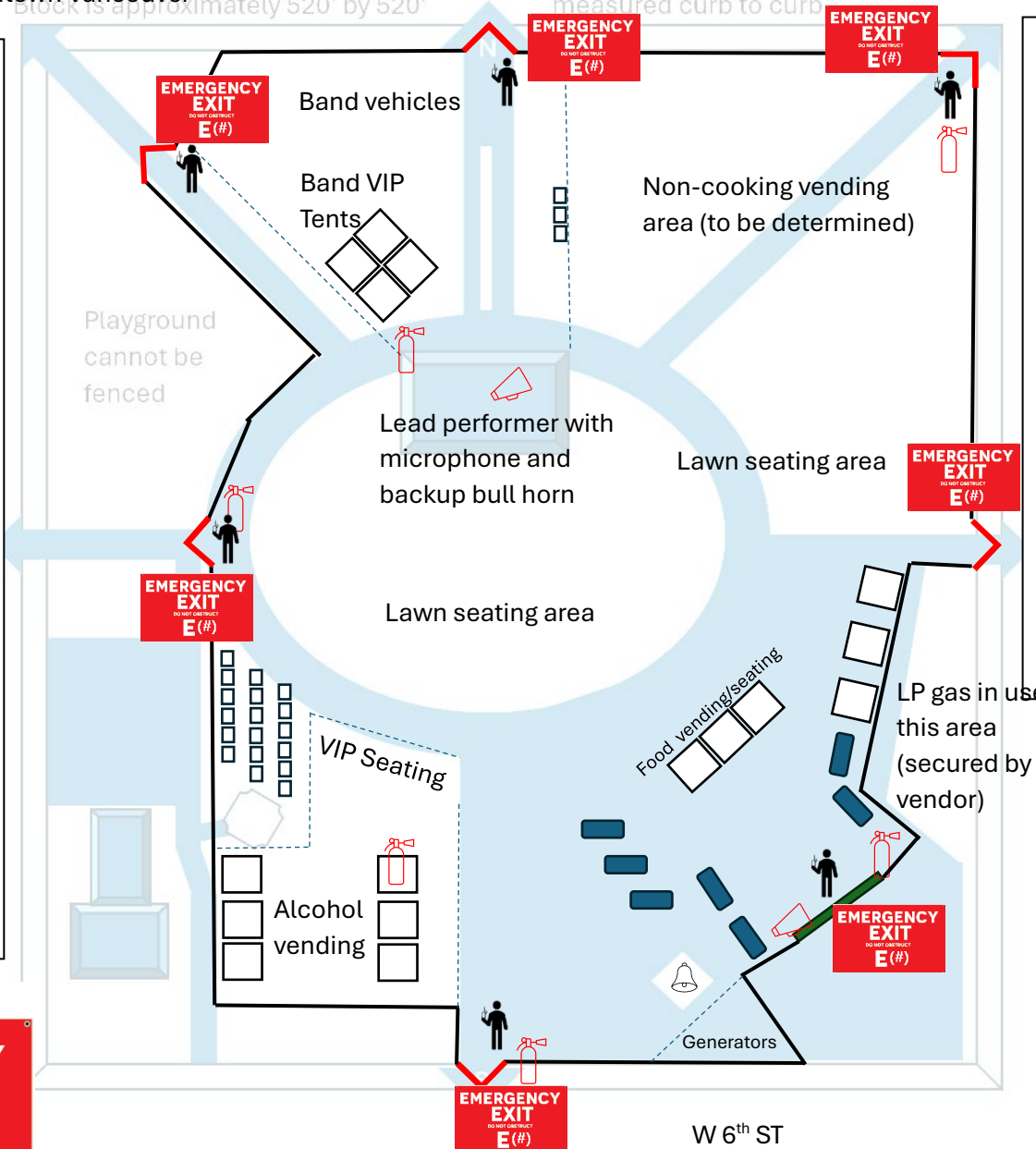
W 8th ST

Block is approximately 520' by 520'

measured curb to curb

Separate documents:

1. Narrative/public safety plan
 2. Crowd manager list/training
 3. Application form
- Public streets surround the park as emergency access lanes.
 - Main entry has bull horn
 - Crowd control/exit staff equipped with radios.
 - Roving security to shut down performance/audio in the event of an emergency.
 - Fenced area limited to 2,500 people per day.
 - Event is Saturday and Sunday on the dates noted in the application.
 - Cooking tents will be separated by 20 feet from other tents
 - Guest parking off site



Legend

- 4' Fence
- 6' Fence
- Emergency exit
- Main entry/ticketing
- 3' x 5' Exit sign 2-sided
- Porta potty area
- Food vehicle
- 10' x 10' tent
- Fire extinguisher
- Crowd MGR/radio & phone
- Bull horn

(Illustrations are not to scale)

This example is not intended to be all-encompassing, each plan shall be site specific.



EXAMPLE SITE PLAN

< 100 FEET >

Double sided, Bold Novecento Font (or similar)

Reflective white on red

EMERGENCY EXIT
DO NOT OBSTRUCT
E9

10 INCH
12 INCH
3 INCH
14 INCH