Basic Operational Permit Instructions

All Permitted Events:

1. Submit an Operational Permit Application form for review and approval at least 2 weeks prior to the event.

2. Submit a detailed floor plan and event narrative for indoor events or site plan and event narrative for outdoor events.

   **Indoor events:**
   - Show location of all exits.
   - Show location and types of any cooking appliances or any other open flame devices.
   - Provide a seating arrangement unless using a previously approved plan on file at Fire Prevention.

   **Out-of-Doors Events:**
   - Show the specific location of the event; give distances to buildings, streets and other public ways.
   - Show location and types of any cooking appliances or any other open flame devices.

3. Show occupant loads.

4. Include details and dimensions for aisles and exits.

5. Provide details of proposed fire extinguisher type(s) and locations. Note that deep fat fryer cooking requires a K-class FE within 20’ of the appliance.

6. Provide dates and times of the event.

7. Show location and size of all tents and canopies that exceed 400 sq ft. Provide documentation of current proof of flame spread and flammability index with expiration date.

8. If fireworks will be used, a separate permit application is required. Those displays must be permitted by a State licensed pyrotechnics contractor. Call 267-4901 for more information.

9. After review and approval of the application you will be notified. A copy is given to the inspector who will conduct the inspection (if required). Inspection will be coordinated to happen after set-up is complete, but prior to opening to the public. Note that inspections which occur after the hours of 7:30 AM to 4:30 PM, M-F or on MOA holidays, will incur after hours inspection charges.

The event sponsor / applicant should allow time for the correction of any deficiencies found by the inspector. Upon approval, the inspector will sign off on the original permit being held by the applicant, and approve the copy and place it in the permit file at fire prevention. A separate fire inspection notice (FIN) will be mailed and/or faxed to you for the review of the plans and another for the site inspection, if required. The inspector will notify you if a site inspection is required.
### OPERATIONAL PERMIT APPLICATION
(Fireworks, Assemblies, Haunted Houses & etc.)

**Please Print Legibly**

<table>
<thead>
<tr>
<th>Event Type:</th>
<th>Occupant Load:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant:</td>
<td>Applicant Phone:</td>
</tr>
<tr>
<td>Billing Name:</td>
<td></td>
</tr>
<tr>
<td>Billing Address:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>On-site Contact:</td>
<td>Contact Phone:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**Event Name:**

**Event Location:**

**Event Dates:**

**Event Hours:**

**Open flame devices? Candles, cooking pots, etc.?:**

**Will fireworks be utilized? (If so, separate permit required.):**

**Will fuel fired equipment be used or displayed?:**

**Will decorative materials be used?:**

**Will tents or canopies exceeding 400 sq. ft. be used?:**

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**NOTICE:** Set-up may begin ONLY after the permit is approved. A fire inspection of the premises may be required after set-up. The inspection is to insure compliance with the International 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 this permit, citation and possible closure of the event. There will be a fee charged for the inspection.

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<table>
<thead>
<tr>
<th>Fire Department Use Only</th>
<th>Permit Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application &amp; Plans Approved?</td>
<td>Yes</td>
</tr>
<tr>
<td>Inspection Required?</td>
<td></td>
</tr>
<tr>
<td>Plan Review Fee $175.00/hr; Inspection Fee $135.00</td>
<td>Total $__________ will be billed to the above address</td>
</tr>
</tbody>
</table>

Inspector Signature: ____________________________

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I have received a copy of the requirements pertinent to this permit and agree to abide by them. I further understand that the violation of these requirements shall result in the revocation of this permit. I also understand there will be a $175.00 fee for the permit review and an additional fee for any onsite inspections.

Applicant’s Signature: ____________________________

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Date: ____________________________

G:/Operational Permits/Operational Permit Application – revised Jan. 2020