



FIRE CODE PERMIT

SPECIAL OCCASION APPLICATION

YAKIMA COUNTY FIRE MARSHAL'S OFFICE

FORM: BFS45A
3/14/19

International Fire Code
128 N. 2nd Street, 4th floor, Yakima, WA 98901 - (509) 574-2300

Minimum Information Required to Process your Special Occasion Application

- Please **check the boxes** w as applicable to your proposal and provide the required details.
- Please **use a separate sheet of paper** to describe the following questions.
- The specific information is needed to determine the type of review to be conducted and address issues that may be of concern before issuing the permit. Providing detailed information will assist understanding the scope of your proposal.
- Your **application must be submitted a minimum 2 weeks prior to the proposed date** in order to allow time to process.
- Contact our office at 509 574-2300 should you have questions.

YES NO N/A

<input type="checkbox"/>			1. Site plan to include <input type="checkbox"/> Property boundaries <input type="checkbox"/> Access to site <input type="checkbox"/> Existing buildings (and which will be used for your proposal), <input type="checkbox"/> Fire Extinguishers <input type="checkbox"/> Parking area <input type="checkbox"/> Hazards <input type="checkbox"/> Restrooms <input type="checkbox"/> Tents/canopies								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Floor plan showing - (for each floor level) <input type="checkbox"/> Access (doors) <input type="checkbox"/> Seating <input type="checkbox"/> Tables <input type="checkbox"/> Aisles <input type="checkbox"/> Kitchen <input type="checkbox"/> Restrooms								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Candles or open flames.								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Combustible material and waste disposal method.								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Cooking equipment and food warming devices. (electric, flame, portable, temporary)								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Electrical cords, use and protection of cords.								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Existing / proposed occupant load (Number of People attending _____)								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Exhibit booth construction (size and type of materials).								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Exits and aisles. (location & width)								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Fire extinguishers, number, location, type (must have current service tag).								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. LPG / Propane tank. (Provide size, proposed location, and number of tanks).								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Seating, use of chairs or benches (will chairs be connected together?).								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Tents /Canopy (Show location on site plan, and separate permits are required for each.) <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 25%;">Size _____ x _____</td> <td style="width: 25%;">How Many _____</td> <td style="width: 25%;">Size _____ x _____</td> <td style="width: 25%;">How Many _____</td> </tr> <tr> <td>Size _____ x _____</td> <td>How Many _____</td> <td>Size _____ x _____</td> <td>How Many _____</td> </tr> </tbody> </table>	Size _____ x _____	How Many _____	Size _____ x _____	How Many _____	Size _____ x _____	How Many _____	Size _____ x _____	How Many _____
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Size _____ x _____	How Many _____	Size _____ x _____	How Many _____								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Flame test certificates for combustibile – flame retardant material, i.e. tents.								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. RV and Camp Trailer, On Site Parking / Use (show location/area on site plan).								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Number of crowd managers (_____)								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Will vendors, caterer, etc. be on site? (Include itinerant food vendors) (Provide list of vendors)								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Does itinerant food vendor have an annual permit? (Vendor-Provide a list of proposed locations)								



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ALL FEES MUST BE PAID PRIOR TO ISSUANCE OF PERMIT
REQUIRED: <u>Tax Parcel Number</u> of the site:

(Office Use)	
FCP	
<input type="checkbox"/> Primary Occasion	<input type="checkbox"/> Vendor
<input type="checkbox"/> Single Occasion (Per fee schedule)	<input type="checkbox"/> Annual Permit
(Vendor Annual Permit per Calendar Year - January to December – Minimum 2 hour fee)	

Location / Address	Street:	City:	Zip Code:
Where Occasion Is To Be Held:			
Name of Business /Company (if applicable):			
Responsible Party:		Phone:	
Contact Person:		Phone:	
E-mail Address:		FAX Number:	
Mailing Address:			
Date(s) and Time of Occasion			
List Date(s) below:	Hour / Time: (I.E.: 8:00am – 4:30pm)	List Date(s) below:	Hour / Time: (I.E.: 8:00am – 4:30pm)
Earliest Date/Time for Inspection: (Inspections scheduled Monday – Friday 8:00am – 4:00pm)		Date:	Time:

Notice: Set-up may begin after the permit is issued. Set-up prior to approval is at the applicants risk and subject to corrections/stop work order. A fire code inspection and all corrections (if necessary) must be completed prior to opening/occasion. Failure to obtain a fire code inspection and/or make corrections may result in revocation of this permit, issuance of a citation, and closure of the function.

I understand the requirements/conditions of this permit and agree to comply. I further understand that violating these requirements / conditions shall result in revocation of this permit:

Applicant's Signature: _____ Date: _____

Office use only: Application/Plans Reviewed By: _____	Date: _____	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
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