



FIRE CODE PERMIT

SPECIAL OCCASION APPLICATION

YAKIMA COUNTY FIRE MARSHAL'S OFFICE

FORM: BFS45A
7/19/21

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

Requirements to Process your Special Occasion Application

- 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 in 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.
- Please use a separate sheet of paper for site and floor plans. Site plan shall include setup and ingress/egress.
- Upon issuance of permit, a **Fire and Life Safety Inspection** shall be performed prior to occasion to ensure public safety for gathering, including, but not limited to: Emergency ingress and egress, escape routes, fire protection, parking, crowd management, traffic control, cooking appliances, electrical equipment, and wiring, etc.

Choose all event types below that pertain to your event.

Open to the public Private event Ticketed event One-time event
 Recurring/annual Concert Pyrotechnics Fire Performance
 Other: _____

Event Information:

How many people, including employees are scheduled to attend the event? _____

Seating (chairs and/or benches)? How many: _____ Tables? How many: _____

Crowds exceeding 99 people, crowd managers shall be required in accordance with Yakima County Ordinance 13.10 Section 403.12.3.1.

Will you have traffic control? Yes No. If yes, describe _____

Will there be off-site parking? Yes No. If yes, where will parking be located: _____

Structures:

Will there be a temporary structure erected for the event? Yes No

Size of structure _____ Type of materials _____

Tents/Canopy Size x How Many Will there be walls Yes No

*All fabrics, membranes, tarps, canopies, and tents shall be flame resistant! (Flame Certification must be submitted.)

*May require an additional permit fee.

Food/Beverages:

Will a mobile food preparation vehicle be at the event? Yes No

Will there be someone cooking on-site? Yes No

All mobile food preparation vehicles must have a permit through Yakima County Public Services/Building and Fire Division to operate within Unincorporate Yakima County.

Noise Impacts: (Enforced by the Yakima County Sheriff's Office)

Will there be music, sound amplification or any other noise impacts? Yes No

What hours _____

Generators Yes No

Fire Extinguishers: How many: _____ Service date: _____ Location: _____

Will there be any open flames?

Electrical cords: Describe use and protection of cords: _____

LPG / Propane tank and/or Natural Gas tank. (Provide size, proposed location, and number of tanks).



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**ALL FEES MUST BE PAID PRIOR TO
ISSUANCE OF PERMIT**

REQUIRED: Tax Parcel Number of the site:

(Office Use)

FCP

Special Occasion Permit

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:**

Street: City: Zip Code:

Mailing Address:

Date(s) and Time of Occasion

Hour / Time:

List Date(s) below: (I.E.: 8:00am – 4:00pm)

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List Date(s) below:

Earliest Date/Time for Inspection:

(*Inspections scheduled Monday – Friday 8:00am – 4:00pm*) **Date:** **Time:**

****Special requests for weekend inspections will be billed the weekend rate – 2-hour minimum fee.**

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:

APPROVED

DENIED

***Please note: This permit is not in lieu of land use approval.**