



# FIRE CODE PERMIT SPECIAL OCCASION APPLICATION

Yakima County Public Services—Building & Fire Safety

128 North Second Street Fourth Floor Courthouse Yakima, Washington 98901  
(509) 574-2300 • 1-800-572-7354 • FAX (509) 574-2301 • [www.co.yakima.wa.us](http://www.co.yakima.wa.us)



**Your application must be submitted a minimum of 2 weeks prior to the proposed date to allow time to process.**

## Submittal Requirements:

- Please provide a Detailed Site Plan showing the entire parcel, location of the existing structures, location of all tents/temporary structures and distances between all tents and structures, location of the driveway for ingress/egress of emergency vehicles, location of fire extinguishers, location of on-site and off-site parking for attendees and merchants, etc. This site plan **cannot be an aerial photo** and must be hand/computer drawn on no larger than 11x17 size paper (per Yakima County Requirements) .

## Choose all event types below that pertain to your event:

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Open to the Public | <input type="checkbox"/> Private Event | <input type="checkbox"/> Ticketed Event | <input type="checkbox"/> One-Time Event   |
| <input type="checkbox"/> Recurring/Annual   | <input type="checkbox"/> Concert       | <input type="checkbox"/> Pyrotechnics   | <input type="checkbox"/> Fire Performance |
| <input type="checkbox"/> Other: _____       |  |   |   |

## Event Information:

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

Number of Crowd Managers? \_\_\_\_\_

Number of seating (chairs and/or benches)? \_\_\_\_\_

Will you have traffic control? ☐ Yes ☐ No

Will there be on or off site parking? ☐ Yes ☐ No

Will there be any on-site camping? ☐ Yes ☐ No

## Structures:

Will there be temporary structure(s) erected for the event? ☐ Yes ☐ No

Size of the structure? \_\_\_\_\_ x \_\_\_\_\_ Type of Material: \_\_\_\_\_

Inflatable/Bouncy Toys? ☐ Yes ☐ No

Stage? ☐ Yes ☐ No If yes, what is the height, length & width? \_\_\_\_\_

Tent/Canopy Size \_\_\_\_\_ x \_\_\_\_\_ How Many? \_\_\_\_\_ Do they have walls? ☐ Yes ☐ No

## Food/Beverages:

Will there be food served at the event? ☐ Yes ☐ No If yes, please describe: \_\_\_\_\_

All Vendors must have a permit through Yakima County Building & Fire Safety Division to operate a food truck/enclosed food trailer.

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

Will there be music, sound amplification, or any other noise impacts? ☐ Yes ☐ No If yes, which hours: \_\_\_\_\_

Generators? ☐ Yes ☐ No

Fire Extinguishers? ☐ Yes ☐ No How Many? \_\_\_\_\_ Service Date \_\_\_\_\_ **Locations must be shown on site plan.**

Will there be any open flames? ☐ Yes ☐ No If yes, describe: \_\_\_\_\_

*Open flames include fire pits, torches, candles, stoves, etc.*

Electrical Cords? ☐ Yes ☐ No If yes, describe use and protection of cords: \_\_\_\_\_

Propane Tanks ☐ Yes ☐ No If yes, provide the size and numbers of tanks: \_\_\_\_\_ **Locations must be shown on site plan.**



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<b>Tax Parcel Number (11 digits)</b> Reference <a href="http://www.yakimap.com">www.yakimap.com</a> for assistance	<b>Office Use Only</b>	Date:
<b>Tax Parcel #</b>	Zoning District	<b>FCP</b>
<b>Short Plat or Subdivision #</b>	Lot size                      acres	Land Use:
		PC:

Name of Event:

Event Location/Address:

Contact Person:

Phone:

Email Address:

Mailing Address:

Date(s) and Time of Occasion			
List Date(s) below:	Hour/Time: (i.e. 8:00am-4:00pm)	List Date(s) below:	Hour/Time: (i.e. 8:00am-4:00pm)

**Earliest Date/Time for Inspection:** Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Inspections scheduled Monday-Friday 8:00am—4:00pm)\*\*

**\*\*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: \_\_\_\_\_

<b>Office Use Only:</b>
Application/Plans Reviewed By: _____ Date: _____ <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED