Tacoma Fire Department
Fire Prevention Bureau 253.591.5740
FAX Number 253.594.7943
3471 S. 35th St. Tacoma, WA 98409
www.tacomafiredepartment.org

Permit Application # 2001.4 Assembly Permit – Temporary Special Events

To be completed by the Permit Applicant (type in the grey box or print out and complete)

Business Information			
Date:			
Applicant:			
Address:		State	Zip
Event Address:			
Contact Name:			
Phone:		Alternate Phone/Cell:	
E-mail Address:			
Event Name:		Type of Event:	
Date of Event:		Time of Event:	
City of Tacoma Business License:			
Comments:			

Please include a check made payable to the CITY OF TACOMA TREASURER, or request an invoice.

☐ Check this box to have applicant invoiced for the permit fee.

FPB OFFICIAL USE ONLY			
Approved By:		Date:	
Denied: ☐	Reason for Denial:		
Comments:			
Permit Number:			
Permit Fees:	Date Received:	Receipt Number:	Check Number:

See attached documentation for description of conditions that must be met prior to the issuance of this permit.

-Special Events-

Tacoma Fire Department

PERMIT CONDITIONS: #2001.4 Assembly Permit – Temporary Special Events

Scope: The sponsor, promoter or person responsible for the event shall be required to secure a permit for the following types of situations:

1. The occasional use of a building or part of a building that is not classified as Assembly Occupancy.
2. An event in an Assembly Occupancy where alterations to the existing exiting configuration, character or use of the facility are changed in any manner.
3. Operating a fair, large carnival, outdoor concert and festivals and other outdoor events where groups of more than 100 people may gather.

All of the following conditions must be met prior to the issuance of a permit.

1. Time Lines:

a. Applications are to be submitted 30 days prior to event commencing.
b. Notify the Fire Prevention Bureau, Assembly Permit Officer (253-591-5740) not less than 48 hours prior to the day event set-up will commence.

2. Regulatory References:

a. International Fire Code (IFC) Section105–Permits
b. IFC 403 – Emergency planning required
c. IFC 404 – Emergency preparedness required
d. Tacoma Fire Department Policy, Indoor Booth Vendors Bulletin
e. Tacoma Fire Department Temporary Assembly Occupancy Requirements.
f. Tacoma Fire Department Policy, Outdoor Booth Vendors Bulletin

3. Required Submittals:

a. Tacoma Fire Department Permit Application
b. City of Tacoma Business license (provide on application)
d. Site or event plan and diagrams shall indicate the location of each permit activity or operation. Emergency response and evacuation diagrams must be legible on 8 ½" x 11" paper. North should be labeled and indicated by an arrow.

4. Inspection Requirements:

a. Tacoma Fire Department may conduct inspections during event set-up and just prior to the event opening.
b. Tacoma Fire Department ***shall*** assign standby personnel to the event for events type #1 (as defined in "Scope"). This will incur additional fees based upon hours attended.
c. Tacoma Fire Department may assign standby personnel to the event for event type #2 (as defined in "Scope"). Staffing will incur additional fees based upon hours attended.

5. Requirements:

See Tacoma Fire Department Information Bulletin Temporary Assembly Occupancy

a. Seating and egress paths in accordance with IFC 1024
b. Vending or trade show booths must be in accordance with appropriate Booth Vendor Policy
c. A fire extinguisher must be within 75 feet of travel from any point in the event area
d. Any special hazards may result in increased requirements
e. Fire and emergency watch personnel may be required, depending on the nature of the event and projected attendance. This may be required to be staffed by event personnel.

TACOMA FIRE DEPARTMENT

Information Bulletin

Requirements for Temporary Assembly Occupancy

A permit is required when:

1. Operating a carnival or fair.
2. When alterations to the existing exiting configuration occur.
3. The character or use of the facility is changed in any manner.
4. When using a liquid or gas fueled vehicles or equipment for display or competition inside an assembly occupancy.
5. Separate permits are required for use of candles or other open flame devices, flammable or combustible liquids or gases, special effects/pyrotechnics (fireworks), cryogenics or any time a material or operations is introduced into an assembly occupancy that could possibly pose a hazard.

General

Carnivals, Fairs

Fire lanes: A fire lane(s) with a minimum width of 20 feet must be provided to access all areas of the event.

Vendors: See Cooking

Tents and Canopies: See Membrane Structures

Stage placement: Subject to review by The Fire Marshal's Office. Stages and/or platforms should not be of a size and/or placed in such a way as to obstruct/block fire lanes or exits from any buildings or fenced areas where the public might be present.

Concerts/Large Fairs/Festivals

Merchandise: The Fire Marshal's Office shall review the following - Merchandising sales locations in order to ensure that fire lanes and/or exits are not obstructed and/or blocked. Items to be distributed/give-a-ways will be looked at in order to review any item that may cause harm to either performer or members of the audience. Those items deemed hazardous may be denied/banned.

Staging: Props over patrons and stage size placement are subject to review and approval.

The Fire Marshal's Office will review the following and make recommendations when applicable:

- Line queuing and line control

- Security plan and/or issues

- House lighting

Barricade - When barricade is utilized the distance from the stage and/or any object protruding from the down stage edge shall be set by The Fire Marshal's Office, generally the minimum distance is 7 feet.

Cooking

Separate permits are required for LPG (propane) and open flame wood fire cooking activities.

Permits are not required for electric cooking operations or for operations using "Sterno" canisters to heat pre-cooked food or butane canisters less than 8 ounces in size.

Permits are issued per event.

Important - Permits requiring inspection outside of regular business hours will be billed by invoice for the inspection. Regular business hours are considered Monday-Friday, 8:00 AM to 5:00 PM.

Representatives of the Fire Marshal's Office will not accept payment for applications in the field.

Fire Extinguishers
Fire extinguishers are required for all cooking operations irregardless of whether or not a permit is required.

The type of fire extinguisher(s) required varies with the type of fuel used. The following types of fuel or operations require specific fire extinguishers as noted:

Type of Fuel or Cooking Operation	Type of Fire Extinguisher Required
Charcoal or Wood BBQ	Minimum U.L. Rating of 2A 20BC
Propane, Butane or Natural Gas	Minimum U.L. Rating of 2A 40BC
Deep Fat Frying (Heated Using Electric, Propane or Other Means	U.L. Rated For Class "K" (in Addition Electric, Propane or Other Means) to the Fire Extinguisher Required for the Source of Heat Being Used.

Cooking operations taking place that lack the appropriate fire extinguisher will be ordered to cease operation immediately until the required fire extinguisher can be obtained.

Fire extinguishers must be affixed with a tag that indicates they have been serviced within the past 12 months. Exception: New fire extinguishers (those purchased within the past 12 months) may pass inspection by having the receipt showing the date of purchase taped or otherwise attached to the fire extinguisher.

Fuel
Quantities of fuel that may be stored on site vary on a case by case basis depending upon several factors. Contact the Special Events Section of the Fire Marshal's Office to determine the specific amount applicable for your activity.

Open flame devices/candles
The use of candles and open flame devices requires a permit.

Pyrotechnics
General requirements for approval of pyrotechnics include the following:

- Operation must be under the direct supervision of a State of Washington Licensed Pyrotechnician.
- Certificate of insurance for a minimum of two million dollars. Certificate must be reviewed and approved by the City of Tacoma Office of Risk Management.
- Product list
- Product placement
- Outdoors displays might require FAA approval

Fire Acts
A permit is required for any act, which incorporates the use of fire and must be reviewed and approved by The Fire Marshal's Office. Requirements can vary based on the way in which and the amount of fire utilized.

Membrane Structures
A tent or air supported structure in excess of 200 square feet or for a canopy in excess of 400 square feet in area are subject to approval and review by The Fire Marshal's Office.

Note: A canopy is a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by a manner except

by air or the contents it protects and is open, without sidewalls or drops, on 75 percent or more of the perimeter

The following is information The Fire Marshal's Office requires in order to properly review and approve the structure:

- Plot plan of tent and surroundings.
- Floor plan of interior of tent.
- Letter of certification that the tent is flame retardant.
- Letter of structural stability (usually only required for air supported structures over 750 square feet.)

Portable Heaters

Electric heaters may be operated in a Place of Assembly and do not require a Fire Department permit. Heaters using flammable/combustible liquids (e.g. diesel) as a fuel source are allowed with restrictions and require a Fire Department permit.

"Mushroom type" propane heaters (e.g. upright heaters with self-contained propane fuel source) and any other heaters designed so that the propane source is located inside the Place of Assembly are **prohibited**.

Heaters that operate with the propane fuel source located outside the Place of Assembly and the heated air is pumped into the assembly area are allowed but require a Fire Department permit. The propane generally must be a minimum of 10 feet from the Place of Assembly.

Display of Liquid or Gas-fueled Vehicles

Using a liquid or gas-fueled vehicle or equipment in a Place of Assembly for display is allowed under the following conditions:

- Maximum fuel allowed 1/4 of a tank or 5 gallons whichever is less.
- All gas covers shall be taped or have a locking gas cap.
- Battery cables shall be disconnected and taped.
- Vehicles with no fuel gauge or with a broken fuel gauge shall not be allowed on the event floor and shall not be displayed, unless the Fire Marshal's Office gives prior approval.

Use of liquid or gas-fueled vehicles or equipment for working demonstrations or competition in an assembly must be reviewed and approved by the Fire Marshal's Office. Requirements can vary based on the nature of the competition/demonstration, number of spectators.

For any questions regarding these events you may contact the Assembly Officer at the Fire Prevention Office, 253.591.5740.