



**Portland Fire & Rescue**  
**Fire Marshal's Office**  
 1300 SE Gideon Street  
 Portland, OR 97202-2419  
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## REQUIREMENTS FOR HAUNTED HOUSES AND SIMILAR TEMPORARY INSTALLATIONS

Haunted houses or other similar installations such as fun houses, etc., which are set up for temporary use not to exceed 90 days, and if located inside a structure not designed for this specific use, shall comply with the following requirements.

**Violations of these requirements may result in a citation at the time of inspection.**

### 1. PERMITS:

- A **permit** from the Fire Marshal's Office is required for Haunted Houses, or similar temporary installations regardless of occupant load.
- Permit applications are available online: [Form #300.08APP](#) or from the Permit Office at: 1300 SE Gideon Street, Portland, OR 97202-2419.
- A **permit fee** will be calculated based on the square footage of actual area in use by the public (see table).

In Assembly Occupancies	Fee	In Non-Assembly Occupancies	Fee
Up to 25,000 square feet	\$200	Up to 25,000 square feet	\$300
25,001 to 50,000 square feet	\$300	25,001 to 50,000 square feet	\$600
50,001 to 100,000 square feet	\$600	50,001 to 100,000 square feet	\$850
100,001 to 150,000 square feet	\$850	100,001 to 150,000 square feet	\$1,100
150,001 to 200,000 square feet	\$1,100	150,001 to 200,000 square feet	\$1,350
200,001 to 250,000 square feet	\$1,350	200,001 to 250,000 square feet	\$1,600
250,001 or greater	\$1,600	250,001 or greater	\$1,900

- Make check payable to "Portland City Treasurer."
- The Fire Marshal's Office, Public/Special Events Inspector, must be contacted for an inspection, and the planning of an evacuation procedure, prior to opening the facility to the public.

### 2. AUTOMATIC SPRINKLERS

The building shall be equipped throughout with automatic sprinkler and fire detection systems.

**Exception:** Automatic sprinklers are not required where the total floor area of the building is less than 1,000 square feet and the travel distance from any point to an exit is less than 50 feet.

### 3. IN ANY FACILITY USING THE MAZE CONCEPT:

- There may be no dead-end corridors.
- The maze must have an obvious exit out of the maze for approximately every 50 feet of linear travel.
- All aisles must be a minimum of 4 feet wide and 6'8" high.

#### 4. FLOOR PLANS:

- A detailed floor plan must be submitted with the permit application packet at least 21 days before the event, and must include:
- Drawing, to scale, including dimensions.
- Location of all exits.
- Location of all fire extinguishers.

#### 5. OCCUPANCY:

- The total number of occupants in the facility at any time shall be limited to a specific number, as determined by the fire marshal's office.
- A group shall consist of not more than 20 persons, as determined by the Public/Special Events Inspector.
- Each group of children age 12 and under, must be accompanied or supervised by a staff person who is 18 years of age or older.
- Staff person must have in their possession, an operable flashlight, and shall be completely familiar with the facility.
- Staff person shall be thoroughly instructed on an approved evacuation plan for the facility, and be able to assist the public in the event of an emergency.

#### 6. EXITS:

- Exits shall be a minimum of 3 feet wide and 6'8" high.
- Each exit shall have lighted exit signs placed above them.
- Centered above EACH marked "**EXIT**", there must be:
  - An electrically powered, battery back-up exit sign with two emergency lights.  
**NOTE:** plug in exit signs a few hours before event to charge the batteries.
  - OR a heavy paper/cardboard exit sign with 12" red fluorescent letters on a white background.  
**NOTE:** This type of sign must be illuminated by a mounted flashlight or spotlight when open to the public.
- Additional lighted exit signs may be required to direct people out of the building, tent or other structure.
- All stairways must be illuminated at a level of at least one footcandle (one fifth of normal exit lighting power). **Definition of "footcandle":** A unit of illuminance on a surface that is everywhere one foot from a uniform point source of light of one candle and equal to one lumen per square foot.

#### 7. FLAMMABLES:

- There shall be no smoking allowed at any time, by anyone inside the building and or structure.
- There shall be no open-flame devices or temporary heaters used in the building and/or structure, unless prior approval is obtained from the Public/Special Events Inspector.
- The use of untreated combustible material is prohibited, including non-flame retardant visqueen.
- All combustible material must be treated or protected, so that it is rendered and maintained flame-retardant, in a manner acceptable to the Fire Marshal's Office.  
**NOTE:** This includes harvest decorations, such as cornstalks, dry branches, and hay. Never place this type of decoration in or near exits or stairs.

#### 8. ELECTRICAL:

- All electrical installations must meet the Electrical Code.

#### 9. FIRE EXTINGUISHERS:

- A sufficient number of fire extinguishers shall be provided to insure that the maximum travel distance to any extinguisher does not exceed 50 feet.
- The minimum acceptable rating (size) is 2A-10BC.
- All fire extinguishers should have a service tag indicating service within the last year, unless it is new.
- The fire extinguishers shall be mounted in a conspicuous location, near each required exit or as otherwise noted on the approved plans/permit.
- Staff members shall be instructed in the proper use of extinguishers.