



Portland Fire & Rescue
Fire Marshal's Office
1300 SE Gideon Street
Portland, OR 97202-2419
Phone: 503.823.3712
Fax: 503.823.3925



REQUIREMENTS FOR ASSEMBLY EVENTS IN NON-ASSEMBLY BUILDINGS (WAREHOUSES, PARKING GARAGES, VACANT BUILDINGS, ETC.)

1. PERMITS:

- A **permit** from the Fire Marshal's Office is required for a facility (or any area of the facility) which may be occupied by 50 or more people.
- Permit applications are available from the Permit Office at 1300 SE Gideon St., Portland OR 97202-2419.
- A **permit fee** based on square footage of the scheduled used for the special event is required.
- Make check payable to "Portland City Treasurer".

2. OCCUPANCY LIMITS:

- The legal occupancy load allowed will be shown on the approved permit. **Do not exceed this limit.**

3. FLOOR PLANS:

- A detailed floor plan must include:
 - A copy of the lease agreement, including the name(s) and phone number(s), including after-hours number(s), of the building's contact person.
 - A copy of any flyer(s) or other forms of advertising for the event.

4. DECORATIONS:

- All decorations must be shown on the floor plan.
- All decorations must be approved in documents supporting the permit.
- No visqueen or other decorations may be placed inside the building, unless rendered flame-retardant and meet standard fire regulations.

5. EXITS:

- 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.
- Roll-up doors which will be used as exits must be open at least 8' during event.
NOTE: These doors may be covered with 2 mil or thinner clear visqueen, taped in place, but visqueen must have "relief" cuts from top to bottom of exit openings.
- Additional doors may also be required as exits.

6. SECURITY:

- A minimum of 6 security personnel is required on-site during the entire event.
- More security personnel may be required depending on the occupant load or event layout.
- Every security person must carry a working flashlight.
- Security personnel must be easily identifiable by use of T-shirts or similar attire.
- Security personnel must do a pat down and inspection of bags, purses, backpacks, etc. of each person entering the event and confiscate any illegal items.

7. CALENDAR RESTRICTIONS:

- A maximum of two events per month are allowed at any one location, no matter who sponsors the event in non-assembly type buildings.

8. ALCOHOL:

- No alcoholic beverages are allowed at the event unless the proper OLCC permit is obtained and a copy is included with the permit application.

9. FIRE EXTINGUISHERS:

- At least one 2A-10BC fire extinguisher is required for each DJ area.
- More extinguishers may be required depending on the facility and the event layout.

10. PARKING:

- No parked vehicles or other obstructions are allowed in front of exits.

11. BUILDING CONSTRUCTION:

- All buildings must meet construction code requirements.
- Normally, basement and upper floors will not be approved for use.

12. FLAMMABLES:

- Open flames and other flammables are not allowed inside the building, unless mentioned specifically as part of the approved permit.

13. NOISE:

- Contact the Noise Control Office at 503-823-5829 to verify whether a noise permit is required for your event.

Violation of the following requirements may result in a citation at the time of inspection.