



**PORTLAND FIRE & RESCUE**

**FIRE MARSHAL'S OFFICE**

1300 SE Gideon Street

Portland, OR 97202-2419

Phone: 503.823.3712

Fax: 503.823.3925

Hours: 8:00 AM – 3:30 PM, M-F

**ANNUAL PERMIT FOR PUBLIC/SPECIAL EVENTS**

This annual permit may be requested by public assembly occupancies for events such as concerts, banquets, graduations, etc. where the same floor plan is used for multiple events. This annual permit cannot be used for non-assembly buildings, trade shows, outside tents, fenced outside events or haunted houses. If having that type of event, apply for a regular event permit (form 300.08APP). The annual permit includes review and pre-approval of up to 10 floor plans for use by the assembly occupancy. The event schedule, all proposed floor plans, and permit fee must be submitted with the application packet. Floor plans must be drawn to scale and contain all required submittal criteria (see requirements provided with this application). If event schedules or floor plans change, updated information must be submitted immediately, and additional fees may apply. Only one annual permit is allowed per building.

**PF&R Use Only**

Permit # \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Cash / Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Inspectors Notes: \_\_\_\_\_

Inspector Init: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Codes: \_\_\_\_\_

**Fees are based on number of floor plans submitted for approval (up to 10).**

up to 4 floor plans - \$750       5 to 10 floor plans - \$1500

Venue Name: \_\_\_\_\_ Facility Address: \_\_\_\_\_

Facility Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Events (concert, banquet, graduation, etc.): \_\_\_\_\_

Briefly describe the activities planned and items on display during the events:

**Submitted by**

**Date**

**Phone**

**Email Address for Delivery of Permit**

**Packet must include:** plans, event schedule, and payment

**Make check payable to:** Portland City Treasurer

**Mail or deliver to:**

Permits - Portland Fire & Rescue

1300 SE Gideon Street, Portland OR 97202-2419.

**Fax** application packet to 503-823-3925

**Email** application packet to: [pfrpc@portlandoregon.gov](mailto:pfrpc@portlandoregon.gov)

**NOTE:** Payments for faxed or emailed applications must be provided no later than 3:30 PM for the application to be considered received on that business day. Payments may be made via credit card by phone: 503-823-3712.

# REQUIREMENTS

## A. Pre-Inspection

The Fire Marshal's Office will conduct an inspection of the building with the applicant prior to approval of the annual permit. The inspection shall determine if the building or area meets all requirements and if work needs to be completed prior to operation.

NOTE: Construction related modifications may require other building or trade permits from the Bureau of Development Services (BDS).

## B. Post-Inspection

If work is required, the Fire Marshal's Office (FMO) shall conduct another inspection with the applicant, after the work is completed. The inspection shall verify that the life safety systems are operational, and all code requirements have been met. Assembly-type events may not commence until successful completion of this inspection.

## C. Time Limit / Renewal

The full permit application packet, including fee, plans and event schedules, must be resubmitted every year. Upon renewal of the annual permit, a new inspection shall be conducted by the FMO to verify continued compliance with the code requirements. Any deficiencies identified in this inspection shall be corrected before a new permit will be issued.

## D. Maximum Number of Occupants Allowed

The legal occupancy load allowed will be indicated on each approved plan. If this limit is exceeded, a citation may be issued.

## E. Floor Plans: The approved event permit and floor plans must be kept at the event and be accessible to any fire or police official. Violation of any permit requirements may result in a citation.

- Detailed floor plans, clearly drawn to scale, must be submitted with the permit application packet at least 21 calendar days prior to the first event.
- Plans must be an actual representation of the events.
- If submitting more than one plan, label numerically (1-10) and specify the floor plan to be used for each event.
- The Fire Marshal's Office must be notified of any change in the pre-approved plans no later than 7 days before event date.
- New plans submitted after review and approval of the original permit application may result in additional fees being assessed. See fees listed on application page and in Portland City Code FIR 12.01-Fire Regulations Fee Schedule.

### The following information is required on all floor plans and must be clearly indicated:

- Name of each area to be used (Hall, Room, Parking Lot, etc.)
- Location and use of all bulk spaces.
- Location and dimensions, in feet and inches, plus total square footage, of each area, including:
  - Stages
  - Registration desks
  - Other items set up in any lobby or floor area

**Location and dimensions, drawn to scale, of:**

**1. Tables:** All seating and dining areas must show detail of chair and table set-up, aisle width and table spacing.

- Table rounds must be spaced a minimum of 6' from table edge to table edge.  
NOTE: For additional table round spacing specifications, contact the Fire Marshal's Office.
- Banquet tables, 4' to 8' long, must be spaced:
  - A minimum of 31" apart when seating on one side.
  - A minimum of 50" apart when seating on both sides.

**2. Chairs:**

- When arranged, rows must NOT contain more than 14 chairs.
- Seats must have a minimum clear space of 12" between rows.
- Aisles between rows of chairs should be 4' wide or more but may vary depending on aisle lengths.
- Loose chairs set up in rows and exceeding 200 chairs shall have all the chairs securely bonded together.

**3. Exits:**

- Unless specifically allowed by the Fire Marshal's Office and shown on the approved floor plan, all exits must be:
  - Unobstructed.
  - Not covered with drape or other items.
  - Unlocked and in no way impaired.
- Required exits in large bulk space areas in buildings may require lighted battery back-up exit signs.

**4. Barriers:**

- Location and height of all pipe and drape or other barriers (hardwall, fencing, etc.).

**F. Decorations:**

- Decorative materials, booth walls, pipe and drape, etc. must be effectively **flame-proofed** or made of materials acceptable to the Fire Marshal's Office.
- Signs, banners and other decorative materials may not be suspended from or attached to, the fire sprinkler piping or sprinkler heads.
- All displays must remain at least 36" below any building fire sprinkler heads.