

Fire & Emergency Services Department

Permit #:

Special Event Permit Application

1055 S. Grady Way, Renton, WA 98057
425-430-7000 (Phone) * 425-430-7044 (Fax)

**** All requested items must be provided in order to process this application. ****

Renton Business License #: _____ Private Individual: _____

Business Name: _____ Phone: _____

Business Address: _____

Contact Person: _____ Phone: _____

Location of event(s): _____

Site Phone Number: _____ Estimated number of people in attendance: _____

Inspection required prior to use. Requested inspection date: _____ Time: _____

Size of tent(s):
(List size, in sq. ft., of each tent separately) _____

Date/Time of event: From: _____ To: _____

Describe the type of event: _____

Electricity to be used? Yes No Electrical Permit # *(for temporary wiring)*: _____

AED Required? Yes No *(300 or more attendees)* AED Rental Needed? Yes No

CONTRACTOR INFORMATION:
- Site plan must be submitted with distances as described in Guidelines for Special Events.
- Detailed floor plan for areas with occupant load of 50 or more.
- If temporary wiring is to be used, an electrical permit may be required from the Building Department.

I certify that the information furnished by me on this application is true and correct and that the applicable requirements of the City of Renton will be met. I understand that this application is valid from the application date to one day after the requested use date. If a permit is not issued during this time period, this application will become void. This application does not constitute a permit to hold a special event. Use is not to commence until the permit is posted on premises and conditions as described in the Guidelines are met. Certification is hereby rendered that no work will be done except as described and that all work will conform to the applicable codes.

Applicant Signature: _____ Date: _____

**** Do Not Write Below This Line - For Official Use Only ****

Operational Permit Fee: \$ _____ Receipt #: _____ Date: _____

Plans Approved *(Initial-Date)*: _____ Business Contacted: _____ Date and Time: _____

Plans Not Approved *(Initial-Date)*: _____ Permit #: _____

Site Inspection Approved: _____ Approved By: _____ Date: _____



Fire & Emergency Services Department

Guidelines for Special Events

A. DEFINITIONS

1. SPECIAL EVENT:
 - a. Any event that occurs in a permitted place of assembly that introduces a hazard regulated by this Code and not approved at the time of the issuance of the Place of Assembly Permit.
 - b. Any event with an occupant load that exceeds 300 in a location that does not have a Place of Assembly Permit.
 - c. All temporary places of assembly.
2. TEMPORARY PLACE OF ASSEMBLY: An occupancy not classified as "Assembly Group A" that is used for activities normally restricted to assembly occupancies and limited to a period of less than 30 calendar days of assembly use.

B. APPROVAL REQUIRED - Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

	Yes	No
AED - Business provided?	<input type="checkbox"/>	<input type="checkbox"/>
AED - Provided by Renton Fire & Emergency Services Department?	<input type="checkbox"/>	<input type="checkbox"/>
Tent Permit required?	<input type="checkbox"/>	<input type="checkbox"/>
Cooking being conducted at event?	<input type="checkbox"/>	<input type="checkbox"/>
Will cooking involve deep fat frying?	<input type="checkbox"/>	<input type="checkbox"/>
Will propane appliances be used at event? Number of gallons: _____	<input type="checkbox"/>	<input type="checkbox"/>
Will power generators be used on site?	<input type="checkbox"/>	<input type="checkbox"/>

C. CONSTRUCTION DOCUMENTS

1. A detailed site plan shall be provided with each application for approval indicating access, location on property and parking.
2. A floor plan shall be submitted, including location of tents, canopies or membrane structures with an occupant load of 50 or more. A separate permit is required for tents and canopies.

D. ACCESS, LOCATION AND PARKING

1. Fire access road shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet, 6 inches.
2. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies and other membrane structures, parked vehicles or internal combustion engines.

E. STRUCTURAL STABILITY - Decorative material shall be properly supported to prevent accidents.

F. MEANS OF EGRESS

1. Exits shall be unobstructed and visible.
2. Means of egress shall be illuminated with a light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.

G. AISLES

1. Aisles shall be 44" minimum width.
2. The required width of exits, aisles and passageways shall be maintained at all times to a public way.
3. The arrangement of the aisles is subject to approval by the fire code official.

Fire & Emergency Services Department

Guidelines for Special Events

H. EXIT SIGNS

1. Exits shall be clearly marked.
2. Exit signs shall be installed at required exit doorways and as necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. The exit sign shall be an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner:
 - a. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or fewer; or
 - b. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the Renton Electrical Code.

I. FLAME RESISTANT TREATMENT/STANDARDS

1. All decorative materials shall be of flame-resistant material or shall be made fire resistant in an approved manner. Certification shall be submitted with site plan.

J. SMOKING/OPEN OR EXPOSED FLAME

1. No smoking is allowed in any special event.
2. "No Smoking" signs will be conspicuously posted.
3. No open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.
4. Warming of food that uses solid flammables, butane or other similar devices, which do not pose an ignition hazard, shall be approved.

K. FIRE EXTINGUISHERS - Minimum 2A-10BC shall be provided with proper current service tag.

1. One required for 3,000 square feet of floor area.
2. Travel distance not to exceed 75 feet to any extinguisher.

L. HEATING/COOKING EQUIPMENT - For guidance, contact the Fire Marshal at 425-430-7000.

M. FIRE WATCH - The fire code official may require a fire watch based on the number of persons or nature of the event. The applicant may have to provide one or more fire watch personnel, as required and approved, to remain on duty during the times the activity is conducted.

An inspection shall be requested from this office **at least 24 hours in advance**. Upon satisfactory completion of the inspection, the permit will be issued.