



# Operational Permit Application

## Carnivals and Fairs



[www.cityofvancouver.us/departments/fire-department](http://www.cityofvancouver.us/departments/fire-department)

International Fire Code as adopted by VMC 16.04 (Washington State Fire Code)

### Permitting Requirements

An **operational permit** is required to conduct a carnival, fair, or festival, defined as a temporary gathering of 50 or more participants involved in one or more of the following activities:

- Exclusive use of facilities such as buildings, parks, streets, parking lots, athletic fields, etc.
- Use of private property where temporary structures (i.e. stages, grandstands, tents, canopies) and/or demonstration areas or activity participation areas are utilized by the public.
- Closing the private right-of-way.
- Temporary installation of equipment and/or buildings.

Separate permits are required to operate and/or install air-supported temporary membrane structures, temporary stage canopies, or temporary special event structures or tents exceeding 400 square feet.

### Event Information

Name of the Event:			
Dates of the Event:		Hours of Operation:	
Site Address:		City/ Zip Code:	
Number of people anticipated:		Maximum number of people at one time:	

### Event Coordinator Information

Promotion/Company Name:			
Mailing Address:		City:	Zip Code:
E-mail		Phone:	Fax:
On-site Event Coordinator:		Position:	
Event Coordinator Cell Phone:			

### Power, Cooking & Heat Generation

Source of Power:  On-Site Power  Generator If using generator, type of fuel & amount on site: \_\_\_\_\_

Number of Booths: Cooking \_\_\_\_\_ Non-Cooking \_\_\_\_\_ *Indicate cooking/non-cooking on site plan.*

Cooking Preparation:  Deep fat frying  BBQs  Open Flame  Other: \_\_\_\_\_

Open Flame (other than for cooking):  Yes  No Outdoor Heaters:  Yes  No *Show locations on site plan.*

### Entertainment:


Type of Entertainment: \_\_\_\_\_ Stages?  Yes  No  
*If yes, submit a separate Special Events Structures Permit*

Fireworks or Special Effects:  Yes  No *If yes, submit a separate Fireworks Application.*

### Description of Event


## Electronic Plan Standards

**File Naming Standards:**  
 Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/) system:  
<https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/>



**Acceptable File Types:**  
 Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

**Plan Sheet Standards:**  
 All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale and show a measurable scale on the page for measurement calibrations.

**Document Orientation:**  
 All plans must be uploaded in “Landscape” format in the horizontal position with a north indicator. All other documents can be in “Portrait” format.

**Stamped:**  
 Where documentation contains a code analysis or engineering calculations, such documents shall be stamped by the design professional.

## Minimum Submittal Checklist for Upload to ePLANS

- Completed Operational Permit Application – Outdoor Assembly Event (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Supporting documents listed below (See *Document Details* below)
- Site plans and/or floor plans (see *Plan Details* below)

## Document Details

HMMP Guide: <https://www.cityofvancouver.us/wp-content/uploads/2023/10/Hazardous-Materials-Management-Plan.pdf>  
 See *Vancouver Fire Department HMMP Guide* for direction on completing required HMMP and/or supplemental forms

- In addition to a completed permit application, the following must be provided where required by the fire official. See permit conditions.
- Where required by the City of Vancouver, a public safety plan shall be submitted addressing the items listed in WSFC 403.11.2.
- Where required by the City of Vancouver, the event operator or agent shall designate one qualified individual to continuously monitor local weather reports, forecasts and conditions. Said person shall be responsible for initiating weather-related event mitigation activities, ordering the suspension or cancellation of the outdoor assembly event, and issuing the evacuation signal in accordance with the approved public safety plan (WSFC 3106.4.2).
- Where events involve a gathering of more than 1,000 people or where required by the City of Vancouver, trained crowd managers shall be provided in accordance with WSFC 403.11.3. Training for crowd managers shall be approved.

## Plan Details

The following is a list of information required on all plan submittals for review of a carnivals and fairs permit. The plan shall be drawn to 1/8" = 1'-0" minimum scale. The applicant is required to submit all applicable information so an accurate and timely review may be completed:

**General:**

- North arrow and measurable scale for calibration purposes.
- Surrounding fire service features, such as fire hydrants and fire apparatus access roads.
- Set-up of tables and chairs
- Location of stages
- Location of generators
- Location of first aid and/or paramedic area
- Locations of hot food vendors
- Locations of open flames used for cooking or decorating
- Emergency exits
- Location of fire extinguishers
- For street events, show the minimum clear width 20 feet that will be maintained along the entire length of the event area
- Location of all tents (tents larger than 400 square feet require a separate operational permit, see *Membrane Structures and Tents*)

## Permit Conditions

The following is a list of WSFC requirements related to outdoor assembly event operations. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

**Outdoor Assembly Events:**

- A separate operational permit is required to conduct an outdoor assembly event where planned attendance exceeds 1,000 persons. See *Outdoor Assembly Events* permit application for requirements and additional guidance.

**General:**

- Where required by the City of Vancouver, the event operator or agent shall provide one or more fire watch personnel that shall remain on duty while places requiring a fire watch are open to the public, or when an activity requiring a fire watch is being conducted (WSFC 3106.2 and 403.11.1). The following are the responsibilities of the fire watch personnel:
  - a. Keep diligent watch for fires, obstructions to means of egress and other hazards.
  - b. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
  - c. Take prompt measures to assist in the evacuation of the public from the structures.
- Portable fire extinguishers shall be provided in accordance with WSFC Section 906 (WSFC 3106.4.4).
- Smoking shall be permitted only in designated areas. Other areas shall have approved "No Smoking" signs conspicuously posted and maintained in accordance with WSFC Section 310 (WSFC 3106.4.5).
- Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers (firebrands) shall not be used within 20 feet of a tent or temporary structure (WSFC 3106.5.1).

Exceptions:

1. Designated cooking tents not occupied by the public when approved by the City of Vancouver.
  2. Tents or structures where cooking appliances are protected with an automatic fire-extinguishing system in accordance with WSFC 904.13.
- Cooking equipment using combustible oils or solids shall meet the following requirements (WSFC 3106.5.2):
    1. A noncombustible lid shall be immediately available. The lid shall be of sufficient size to cover the cooking well completely.
    2. The equipment shall be placed on a noncombustible surface.
    3. An approved portable fire extinguisher for protection from cooking grease fires shall be provided at a location approved by the City of Vancouver.

- The use of LP-Gas shall comply with WSFC Chapter 61 (WSFC 3106.5.3).
- Outdoor assembly events with concession stands or booths using electrical equipment and temporary wiring for electrical power or lighting shall comply with the applicable provisions of NFPA 70 (WSFC 3106.6).
- Generators shall be installed not less than 10 feet from combustible materials and shall be isolated from the public by physical guard, fence, or enclosure installed not less than 3 feet away from the internal combustion power source (WSFC 3106.6.2).

**Fire Department Access:**

- A fire lane of no less than 20 feet in width having an unobstructed vertical clearance of not less than 13 feet 6 inches shall be maintained.
- Dead-end fire lanes in excess of 150 feet shall be provided with an approved area for turnaround.
- As required by the fire department, signs shall be provided to designate Fire Access / No Parking.
- Access to building openings and walkways shall be maintained. Access to exterior doors and openings, fire control rooms, fire pump rooms, and parking structures may not be obstructed.
- All existing requirements for access to fire hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles: 15 feet per side. Any vendors blocking access to water supplies will be relocated immediately. The access to the following shall not be obstructed:
  1. Fire hydrants
  2. Fire department connections
  3. Post indicator valves
  4. OS&Y valves
  5. All WSFC sections pertaining to blocking of hydrants and connections shall be enforced

**Fenced Events** (events where the designated area for the event is closed off by temporary fencing):

- The number of exits shall be in addition to the main entrance
 

Exception: Events of less than 50 people

  1. Two exits shall be provided when the site accommodates 50 or more persons
  2. Three exits shall be provided when the site accommodates from 1,000 to 3,000 persons
  3. Four exits shall be provided when the site accommodates more than 3,000 persons
- Exits shall be equally spaced along the perimeter of the fence such that no exit is greater than a distance of 400 feet of travel to an exit. Additional exits shall be added if needed.
- Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a member of the security staff assigned to it. The security provider shall provide a gate assignment roster upon request.
- Each emergency exit shall be marked by an approved exit sign that complies with all of the following:
  1. Exit signs shall have a white background with contrasting red letters
  2. Exit signs shall measure 18 x 24 inches
  3. Sign lettering shall measure 12 inches in height
  4. Signs shall be placed at the top center of the exit panel

**NOTE:** *This is not intended to be an all-inclusive list. The WSFC requirements listed are intended to ensure that we have adequate information to begin a review of the application. Additional information may be required.*

**I understand that all applicable codes apply and that other regulatory codes may also apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Vancouver ordinances and laws of the State of Washington.**

APPLICANT NAME: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_