



# Operational Permit Application

## Exhibits and Trade Shows



[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

Exhibits and trade shows are events organized within specific industries or niches where business, organizations, and individuals gather to display and demonstrate their products, services, innovations, and ideas to a targeted audience. These events typically feature booths, displays or demonstrations aimed at promoting, networking, and generating interest among attendees.

An **operational permit** is required to operate exhibits and trade shows per WSFC 105.5.15. A separate permit is required to display or operate fuel vehicles in an assembly occupancy; see the *Fuel Vehicle in Assembly* permit application for more details. Other operational permits may be required for individual vendors depending on regulated activities such as fire performance, open flames, hot work, etc.

### Project Information

Site Address		Owner Name	
Other			

### Applicant Information

Company Name		Address		
Contact Name				
Office Phone		Cellular		Email

### Venue Information

Company Name		Address		
Contact Name				
Office Phone		Cellular		Email
Related Permits:	RES _____	CMI _____	DEF _____	MPE _____

### Event Information

Setup Completion Date: _____	Setup Completion time: _____	Expected Event Attendance: _____
Event Start Date: _____	Event Start time: _____	Facility Occupancy: _____
Event End Date: _____	Event End Time: _____	

### Description of Work

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## 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 Fire Installation Permit Application – Exhibits and Trade Shows (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Supporting documents listed below (See *Document Details* below)
- Site plans and floor plans (see *Plan Details* below)

## Document Details

With your completed permit application, provide the follow documents:

- A list of businesses/venues on display at the event
- Construction documents for any covered or multiple-level booths

## Plan Details

The following is a list of information required on all plan submittals for review of exhibits and trade shows 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:**

- Site plan to include a north arrow, a measurable scale for calibration purposes, fire hydrants, emergency access lanes and doors, vehicle gates, Fire Department Connection, points of assembly/accountability for evacuees, sprinkler riser, fire alarm control panel, Knox Box, roof access (if provided).
- Site plan indicating the square footage of the proposed venues with the location and arrangement of booths, registration area, cooking equipment, and all other furniture or additions for the event.
- Identify lobbies or foyers that may intended for the use of the event.

- Locations and widths of exits and aisles, including door swings, exits stairs and corridors, and location of all coordinating exit signs.
- Storage and location and quantities of any highly combustible goods that may be a part of booth demonstrations.
- Location and type of vehicle displays, where applicable (note that a separate *Fuel Vehicle in Assembly* permit is required to operate or display liquid- or gas-fueled vehicles in an assembly occupancy)
- Portable fire extinguisher locations in accordance with WSFC 906

## Permit Conditions

The following is a list of WSFC Appendix N requirements. *While not specifically adopted as code, they are general standards that the applicant is expected to understand with regard to exhibits and trade shows operations.* Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

### General:

- Indoor trade shows and exhibitions with temporary vendor displays or booths within and indoor occupancy classification shall be in accordance with this appendix and other applicable requirements of this code (N101.1).  
*Exception:* Compliance with the appendix is not required where section N101.1.1 or N101.1.2 is applicable.
- If the building is not equipped throughout with an automatic sprinkler system, the aggregate exhibit area must be less than 1,500 square feet of floor area and meet both of the following conditions (WSFC N101.1.):
  1. The exhibit area does not include any covered or multiple-level exhibits or booths.
  2. Not fewer than two remote exits or exit access doors in compliance with WSFC Chapter 10 are provided.
- In a building that is equipped throughout with an automatic sprinkler system with a minimum design density or ordinary hazard Group 1, the aggregate exhibit must be less than 4,500 square feet of floor area and meet both of the following conditions (WSFC N101.1.2):
  1. The exhibit area does not include any covered or multiple-level exhibits or booths.
  2. Not fewer than two remote exits or exit access doors in compliance with WSFC Chapter 10 are provided.

### Public Safety for Events:

- A fire safety and evacuation plan shall be provided in accordance with WSFC 404.2 (WSFC N103.1).  
*Exception:* Not required if determined that the nature of the exhibition, display of the activities therein does not pose an increased hazard to public safety.
- Where it is essential for public safety in a trade show or exhibition, either because of the number or persons present or because of the nature of the performance, exhibition, display or activity, the owner or owners authorized agent shall provide one or more fire watch personnel in accordance with WSFC 403.11.1 (WSFC N103.2).
- Where events involve a gathering of more than 1,000 people, trained crowd managers shall be provided in accordance with WSFC 403.11.3 (WSFC N103.3).

### Interior Finish and Decorative Materials:

- Interior finish, interior trim, furniture, furnishings, and decorative materials, including decorative vegetation, used in exhibition areas shall comply with the requirements of WSFC Chapter 8 in addition to the following (WSFC N104.1).
- The materials use for interior wall and ceiling finish of exhibit booths and displays in exhibition areas shall comply with one of the following (WSFC N104.2):
  1. Where the building is not equipped throughout with an automatic sprinkler system in accordance with WSFC 903.3.1.1, the wall and ceiling finish materials are required to be Class A in accordance with WSFC 803.
  2. Where the building is equipped throughout with an automatic sprinkler system in accordance with WSFC 903.3.1.1, the wall and ceiling finish materials are required to be not less than Class B in accordance with WSFC 803.

**Multiple-Level Booths:**

- Construction documents for all multiple-level booths shall be stamped by a registered design professional and shall be submitted with the permit as appropriate (WSFC N105.1).
- Multiple-level booths shall be designed and constructed in accordance with Chapter 16 of the IBC (WSFC N105.2).
- Upper levels of multiple-level booths with an occupant load greater than 10 persons shall not have fewer than two exits of exit access that are separated in accordance with WSFC 1007.1.1 (WSFC N105.3).
- An approved automatic sprinkler system in accordance with WSFC 903.3.1.1 shall be provided in multiple-level booths exceeding 400 square feet in floor area per level (WSFC N105.4).
- Inspection to verify that multiple-level booths are constructed in accordance with the construction documents and structural design details required by this section shall be approved by the building code official (WSFC N105.5).
- Each multiple-level booth with a floor area exceeding 120 square feet on any level shall be provided with an approved fire alarm system in accordance with WSFC 907.2 (WSFC N105.6).

**Covered Booths:**

- An approved automatic sprinkler system in accordance with WSFC 903.3.1.1 shall be provided in covered booths exceeding 100 square feet in floor area per level (WSFC N106.1).
- Each covered booth with a floor area exceeding 120 square feet on any level shall be provided with an approved fire alarm system in accordance with WSFC 907.2 (WSFC N106.2).

**Display and Storage of Hazard/Combustible Materials:**

- The display of hazardous material shall comply with WSFC 314 WSFC Chapters 50 and 67. The storage of hazardous materials in indoor trade shows and exhibition areas shall be prohibited (WSFC N107.1).
  - Display Near Exit: The display of hazardous materials within 5 feet of an exit shall be prohibited (WSFC N107.1.1).
- All storage of combustible materials shall comply with WSFC 315 (WSFC N107.2).
- The display of liquid- or gas-fueled vehicles, boats or other motor craft in indoor trade shows and exhibition areas shall comply with WSFC 314.4 and the following (WSFC N107.3):
  - Batteries in Vehicles: Vehicle batteries shall be rendered inoperable. Batteries in liquid- and gas-fueled vehicles shall be disconnected. Batteries in electric vehicles shall be rendered inoperable by the removal of fuses or other approved methods but shall not be required to disconnect (WSFC N107.3.1).
  - Vehicle Fuel: Vehicle fuel shall comply with the following (WSFC N107.3.2):
    1. Vehicles shall not be fueled or defueled within the structure.
    2. Vehicle fuel tanks shall contain no more than one quarter of the tank capacity or 5 gallons of fuel, whichever is less.
    3. Vehicle fuel systems shall be inspected for leaks prior to the vehicle being brought into the structure.
    4. Vehicle fuel tank openings shall be locked and sealed to prevent the escape of vapors.
  - Obstruction by Vehicles: Vehicles shall not be located in such a manner that they obstruct a means of egress (WSFC N107.3.3)
  - Gas-Powered Vehicles: Compressed natural gas (CNG), liquified petroleum gas (LPG) or hydrogen-powered vehicles present in indoor trade shows and exhibition area shall comply with the following (WSFC N107.3.4):
    1. Shutoff valves shall be closed, and the engine shall be operated until it stops. Valves shall remain closed until the vehicle is removed.
    2. The hot lead of the battery shall be disconnected.

3. Dual-fuel vehicles equipped to operate on gasoline as well as on CNG, LPG or hydrogen shall comply with WSFC 3107.15.

- Competitions or Demonstrations: Competitions or demonstrations using any type of vehicle shall comply with WSFC 3107.15.5 (WSFC N107.3.5).
- Fueled equipment other than vehicles shall comply with WSFC 313 (WSFC N107.4).
- Liquefied petroleum (LP) gas containers shall comply with the following and WSFC Chapter 61 (WSFC N107.5):
  - Water Capacity: The use of LP-gas containers exceeding 12 pounds of water capacity shall be prohibited (WSFC N107.5.1).
  - Same Area: Where more than one LP-gas container is present in the same area, cylinders shall be separated from each other by a minimum of 20 feet (WSFC N107.5.2).

**Means of Egress:**

- Means of egress from the indoor trade show or exhibition area shall comply with WSFC chapter 10 along with the following (WSFC N108.1):
  - The design of means of egress shall take into consideration the exhibit layout and the anticipated crowd movement during the event (WSFC N108.2).
  - Aisles and corridors with the exhibit area shall be kept free from obstructions when the public is present. Storage of any kind in aisles or corridors within the exhibit area is not permitted (WSFC N108.3).

**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: \_\_\_\_\_