



# Operational Permit Application



## Places of Assembly

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

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

### Permitting Requirements

Assembly (Group A) occupancy includes, among others, the use of a building or structure, or a portion thereof, for the gathering of persons for purposes such as civic, social, business, or religious functions; recreation, food or drink consumption or awaiting transportation. A place of assembly has a potential to hold more than 49 persons.

WSFC 105.5.39 An operational permit is required to operate a place of assembly.

### Project Information

Owner Name		Site Address	
Owner Phone	Cellular	Email	

### Applicant Information

Company Name		Address	
Contact Name			
Office Phone	Cellular	Email	

### Assembly Information

Permit is for:	<input type="checkbox"/> Entire building <input type="checkbox"/> Entire suite <input type="checkbox"/> Accessory use area <input type="checkbox"/> Other:		
Building Classification:		Assembly area square footage(s):	
Number of exits:		Aggregate exit width in inches:	
Occupant Load:	Standing _____ Seated _____ Tables & Chairs _____		
Check all that apply to the building:	<input type="checkbox"/> Fire alarms <input type="checkbox"/> Manual pull-stations <input type="checkbox"/> Voice evac. <input type="checkbox"/> Sprinkler monitoring only <input type="checkbox"/> Fire sprinklers <input type="checkbox"/> Emergency lights <input type="checkbox"/> Fire extinguishers <input type="checkbox"/> Door panic hardware		
Check all that apply to the use:	<input type="checkbox"/> Candles <input type="checkbox"/> Alcohol <input type="checkbox"/> Entertainment/dancing <input type="checkbox"/> Combustible decorations <input type="checkbox"/> Low lights <input type="checkbox"/> Increased sound <input type="checkbox"/> Crowd management <input type="checkbox"/> Emergency plans <input type="checkbox"/> Fixed seating <input type="checkbox"/> Movable seating <input type="checkbox"/> Exits visually obstructed <input type="checkbox"/> Occupant capacity sign <input type="checkbox"/> Trade show <input type="checkbox"/> Open flames <input type="checkbox"/> Other		

## Description of Assembly Use

## 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 Operational Permit Application – Places of Assembly (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

- Narrative explaining the proposed use and life safety measures to be in place.
- Certificates demonstrating that combustible finishes and decorations meet the fire/smoke requirements of WSFC Chapter 8.

## Plan Details

The following is a list of information required on all plan submittals for review of a place of assembly 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, exit doors and exit discharge, vehicle gates, fire department connection, facility evacuation meeting point locations, sprinkler riser, fire alarm control panel, Knox Box, fire extinguishers, and roof access (if provided).
- Seating plans of all possible seating configurations of the room being used as a place of assembly. The plan shall include the dimensions of all aisles, seating, and fixed equipment.
- Location and identification of signs detailing load capacity of venue holding indoor events (shall be placed near main exit)

## Permit Conditions

The following is a list of WSFC Chapter 10 requirements related to places of assembly operations. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

### General:

- Drapes, curtains, hangings, and other decorative materials in Group A occupancies shall meet the requirements as set forth in WSFC 807.
- The path of egress travel along a means of egress shall not be interrupted by a building element other than a means of egress component. Obstructions shall not be placed in the minimum width or required capacity of a means of egress component (except permitted projections). The minimum width or required capacity of a means of egress system shall not be diminished along the path of egress travel (WSFC 1003.6).
- For areas having fixed seats and aisles, the occupant load shall be determined by the number of fixed seats installed. The occupant load for areas in which fixed seating is not installed, such as waiting and wheelchair spaces, shall be determined in accordance with WSFC 1004.5 and added to the number of fixed seats. (WSFC 1004.6)
  1. The occupant load of wheelchair spaces and the associated companion seat shall be based on one occupant for each wheelchair space and one occupant for the associated companion seat provided in accordance with 1109.2.3 of the IBC.
  2. The occupant load of seating booths shall be based on one person for each 24 inches of booth seat length measured at the backrest of the seating booth.
  3. For areas having fixed seating without dividing arms, the occupant load shall not be less than the number of seats based on one person for each 18 inches of seating length.
- Every room or space that is an assembly occupancy shall have the maximum occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of legible permanent design and shall be maintained by the owner or occupant of the space (WSFC 1004.9).
- Each door in a means of egress from a Group A occupancy having an occupant load of 50 or more shall not be provided with a latch or lock other than panic hardware (WSFC 1010.2.9).
- In buildings of Group A occupancy having an occupant load of 300 or less, the main exterior door(s) are permitted to be equipped with key-operated locking devices from the egress side provided:
  1. The locking device is readily distinguishable as locked (WSFC 1010.2.4).
  2. A readily visible durable sign is posted on the egress side of or adjacent to the door stating:  
**"THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED."**  
The sign shall be in letters 1 inch high on a contrasting background. (WSFC 1010.2.4).
- Exits and exit access doorway shall be marked by an approved exit sign readily visible from any direction of egress travel. Exit signs shall be installed in accordance with WSFC 1013.
- Side-hinged swinging doors, pivoted doors and balanced doors shall swing in the direction of egress travel where serving a room or area containing an occupant load of 50 or more persons (WSFC 1010.1.2.1). Exit doors shall be open from the inside without the use of a key or any special knowledge or effort (WSFC 1010.2).

### Egress Details:

- Bleachers, grandstands and folding and telescopic seating, that are not building elements, shall comply with ICC 300 (WSFC 1030.1.1)
- Spaces under grandstands or bleachers shall be separated by fire barriers complying with IBC 707 and horizontal assemblies complying with IBC 711 with not less than 1-hour fire-resistance-rated construction (WSFC 1030.1.1.1).

#### Exceptions:

1. Ticket booths less than 100 square feet in area.

2. Toilet rooms.

3. Other accessory use areas 1,000 square feet or less in area and equipped with an automatic sprinkler system in accordance with WSFC 903.3.1.1.

- A building, room or space used for assembly purposes that has an occupant load of greater than 300 and is provided with a main exit, that main exit shall be of sufficient capacity to accommodate not less than one-half of the occupant load, but such capacity shall be not less than the total required capacity of all means of egress leading to the exit. Where the building is classified as a Group A occupancy, the main exit shall front on not less than one street or an unoccupied space of not less than 10 feet in width that adjoins a street or public way. In a building, room or space used for assembly purposes where there is not a well-defined main exit or where multiple main exits are provided, exits shall be permitted to be distributed around the perimeter of the building provided that the total capacity of egress is not less than 100 percent of the required capacity (WSFC 1030.2).
- In addition to having access to a main exit, each level in a building used for assembly purposes having an occupant load greater than 300 and provided with a main exit, shall be provided with additional means of egress that shall provide an egress capacity for not less than one-half of the total occupant load served by that level and shall comply with WSFC 1007.1. In a building used for assembly purposes where there is not a well-defined main exit or where multiple main exits are provided, exits for each level shall be permitted to be distributed around the perimeter of the building, provided that the total width of egress is not less than 100 percent of the required width (WSFC 1030.3).
- In Group A-1 occupancies, where persons are admitted to the building at times when seats are not available, such persons shall be allowed to wait in a lobby or similar space, provided that such lobby or similar space shall not encroach on the minimum width or required capacity of the means of egress. Such foyer, if not directly connected to a public street by all the main entrances or exits, shall have a straight and unobstructed corridor or path of travel to every such main entrance or exit (WSFC 1030.4).
- For balconies, galleries or press boxes having a seating capacity of 50 or more located in a building, room or space used for assembly purposes, not less than two means of egress shall be provided, with one from each side of every balcony, gallery or press box (WSFC 1030.5).
- The required capacity of aisles shall be not less than that determined in accordance with WSFC 1030.6.1 where smoke-protected assembly seating is not provided, with WSFC 1030.6.2 where smoke-protected assembly seating is provided, and with WSFC 1030.6.3 where open-air assembly seating is provided (WSFC 1030.6).
- The exit access travel distance shall comply with WSFC 1017. Where aisles are provided for seating, the distance shall be measured along the aisles and aisle accessways without travel over or on the seats, with the following Exceptions: (WSFC 1030.7).
  1. In facilities with smoke-protected assembly seating the total exit access travel distance shall be not greater than 400 feet. That portion of the total permitted exit access travel distance from each seat to the nearest entrance to a vomitory or concourse shall not exceed 200 feet. The portion of the total permitted exit access travel distance from the entrance to the vomitory or concourse to one of the following shall not exceed 200 feet: the closest riser of an exit access stairway, the closest slope of an exit access ramp, or an exit.
  2. In facilities with open-air assembly seating of Type III, IV or V construction, the total exit access travel distance to one of the following shall not exceed 400 feet: the closest riser of an exit access stairway, the closest slope of an exit access ramp, or an exit.
  3. In facilities with open-air assembly seating of Type I or II construction, the exit access travel distance shall not be limited.
- The common path of egress travel shall not exceed 30 feet from any seat to a point where an occupant has a choice of two paths of egress travel to two exits (WSFC 1030.8).

Exceptions:

1. For areas serving less than 50 occupants, the common path of egress travel shall not exceed 75 feet.
2. For smoke-protected or open-air assembly seating, the common path of egress travel shall not exceed 50 feet.

- Where one of the two paths of travel is across the aisle through a row of seats to another aisle, there shall be not more than 24 seats between the two aisles, and the minimum clear width between rows for the row between the two aisles shall be 12 inches plus 0.6 inch for each additional seat above seven in the row between aisles (WSFC 1030.8.1)  
Exception: For smoke-protected or open-air assembly seating there shall be not more than 40 seats between the two aisles and the minimum clear width shall be 12 inches plus 0.3 inch for each additional seat.
- The means of egress illumination level shall be not less than 1 footcandle at the walking surface. Along exit access stairways, exit stairways and at their required landings, the illumination level shall be not less than 10 footcandles at the walking surface when the stairway is in use (WSFC 1008.2.1).  
Exception: For auditoriums, theaters, concert or opera halls and similar assembly occupancies, the illumination at the walking surface is permitted to be reduced during performances by one of the following methods provided that the required illumination is automatically restored upon activation of a premises' fire alarm system:
  1. Externally illuminated walking surfaces shall be permitted to be illuminated to not less than 0.2 footcandle.
  2. Steps, landings and the sides of ramps shall be permitted to be marked with self-luminous materials in accordance with Sections 1025.2.1, 1025.2.2 and 1025.2.4 by systems listed in accordance with UL 1994.

**Aisles:**

- Every occupied portion of any building, room or space used for assembly purposes that contains seats, tables, displays, similar fixtures or equipment shall be provided with aisles leading to exits or exit access doorways in accordance with WSFC 1030.9. (WSFC 1030.9)
- Transitions between stairways and stepped aisles shall comply with either WSFC 1030.10.1 or 1030.10.2 (WSFC 1030.10).
- Stepped aisles that change direction at vomitories shall comply with WSFC 1030.11.1. Transitions between a stepped aisle above a vomitory and a stepped aisle to the side of a vomitory shall comply with WSFC 1030.11.2 (WSFC 1030.11).
- Aisles, stepped aisles, and ramped aisles shall be built of materials consistent with the types permitted for the type of construction of the building, except wood handrails, which shall be permitted for all types of construction (WSFC 1030.12).
- The surface of aisles or stepped aisles, and ramped aisles shall be of slip-resistant materials that are securely attached and shall not be sloped steeper than 1 unit vertical to 48 units horizontal (WSFC 1030.12.1).
- Outdoor aisles, stepped aisles and ramped aisles and outdoor approaches to aisles, stepped aisles, and ramped aisles shall be designed so that water will not accumulate on the walking surface (WSFC 1030.12.2).
- Aisle accessways for seating at tables shall comply with WSFC 1030.13.1. Aisle accessways for seating in rows shall comply with WSFC 1030.13.2 (WSFC 1030.13).
- Ramped aisles shall comply with WSFC 1030.14.1 through WSFC 1030.14.1.3. Stepped aisles shall comply with WSFC 1030.14.2 through 1030.14.2.4 (WSFC 1030.14).
- Aisles with a slope exceeding 1 unit vertical in 8 units horizontal shall consist of a series of risers and treads that extends across the full width of aisles and complies with WSFC 1030.14.2.1 through 1030.14.2.4 (WSFC 1030.14.2).
- Ramped aisles having a slope exceeding 1 unit vertical in 15 units horizontal and stepped aisles shall be provided with handrails in compliance with WSFC 1014 located either at one or both sides of the aisle or within the aisle width. Where stepped aisles have seating on one side and the aisle width is 74 inches or greater, two handrails are required. Where two handrails are required, one of the handrails shall be within 30 inches horizontally of the stepped aisle (WSFC 1030.16).  
Exceptions:
  1. Handrails are not required for ramped aisles with seating on both sides.
  2. Handrails are not required where, at the side of the aisle, there is a guard with a top surface that complies with the grasp ability requirements of handrails in accordance with WSFC 1014.3.
  3. Handrail extensions are not required at the top and bottom of stepped aisles and ramped aisles to permit crossovers within the aisles.

**Seating:**

- In a building, room or space used for assembly purposes, the seats shall be securely fastened to the floor (WSFC 1030.15).  
Exceptions:
  1. In a building, room or space used for assembly purposes or portions thereof without ramped or tiered floors for seating and with 200 or fewer seats, the seats shall not be required to be fastened to the floor.
  2. In a building, room or space used for assembly purposes or portions thereof with seating at tables and without ramped or tiered floors for seating, the seats shall not be required to be fastened to the floor.
  3. In a building, room or space used for assembly purposes or portions thereof without ramped or tiered floors for seating and with greater than 200 seats, the seats shall be fastened together in groups of not less than three or the seats shall be securely fastened to the floor.
  4. In a building, room or space used for assembly purposes where flexibility of the seating arrangement is an integral part of the design and function of the space and seating is on tiered levels, not more than 200 seats shall not be required to be fastened to the floor. Plans showing seating, tiers and aisles shall be submitted for approval.
  5. Groups of seats within a building, room or space used for assembly purposes separated from other seating by railings, guards, partial height walls or similar barriers with level floors and having not more than 14 seats per group shall not be required to be fastened to the floor.
  6. Seats intended for musicians or other performers and separated by railings, guards, partial height walls or similar barriers shall not be required to be fastened to the floor.
- Guards adjacent to seating in a building, room or space used for assembly purposes shall be provided where required by WSFC 1015 and shall be constructed in accordance with WSFC 1015 except where provided in accordance with WSFC 1030.17.1 through 1030.17.4. At bleachers, grandstands and folding and telescopic seating, guards must be provided where required by WSFC 300 and WSFC 1030.17.1 (WSFC 1030.17).
- In assembly seating areas, guards required at the end of aisles in accordance with WSFC 1030.17.4 shall not have openings that allow passage of a sphere 4 inches in diameter up to a height of 26 inches. From a height of 26 inches to 42 inches above the adjacent walking surfaces, guards shall not have openings that allow passage of a sphere 8 inches in diameter (WSFC 1015.4).

**Flaming Food and Beverage Preparation:**

- The preparation of flaming foods or beverages in places of assembly and drinking or dining establishments shall be in accordance with the following requirements (WSFC 308.1.8).
  - Flammable or combustible liquids used in the preparation of flaming foods or beverages shall be dispensed from one of the following (WSFC 308.1.8.1):
    1. A 1-ounce container
    2. A container not exceeding 1-quart capacity with a controlled pouring device that will limit the flow to a 1-ounce serving.
  - Containers shall be secured to prevent spillage when not in use (WSFC 308.1.8.2).
  - The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames. The pouring, ladling or spooning of liquids is restricted to a maximum height of 8 inches above the receiving receptacle (WSFC 308.1.8.3).
  - Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being serviced. They shall not be transported or carried while burning (WSFC 308.1.8.4).
  - The person preparing the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency (WSFC 308.1.8.5).
  - Gas-fired portable or fixed open flame fire tables and fireplaces are required to be provided with approved protection devices to prevent occupants from using flame, and from flame being exposed to combustible material. A fire extinguisher shall be located within 75 feet of travel distance or as approved. Where located indoors, the supply gas valve shall be interlocked with building fire alarm and/or fire sprinklers, where provided (WSFC 308.1.9).

**Open Flames:**

- Separate permits shall be obtained** from the City of Vancouver prior to engaging in the use of open flame, fire or burning in connection with Group A occupancies, see *Open Flames and Torches* permit application for more details and requirements (WSFC 308.2).
- Open-flame devices shall not be used in a Group A occupancy (WSFC 308.3).

Exceptions:

1. Open-flame devices are allowed to be used in the following situations, provided that approved precautions are taken to prevent ignition of a combustible material or injury to occupants:
    - a. Where necessary for ceremonial or religious purposes in accordance with WSFC 308.1.7.
    - b. On stages and platforms as a necessary part of a performance in accordance with WSFC 308.3.2.
    - c. Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
  2. Heat-producing equipment complying with Chapter 6 and the International Mechanical Code.
  3. Gas lights are allowed to be used provided that adequate precautions satisfactory to City of Vancouver are taken to prevent ignition of combustible materials.
- Where approved, open-flame devices used in conjunction with theatrical performances are allowed to be used where adequate safety precautions have been taken in accordance with NFPA 160 (WSFC 308.3.2).

**Motor Vehicle Display:**

- When displaying or operating motor vehicles indoors in an assembly occupancy, a separate operational permit is required. See *Fuel Vehicle in Assembly* permit application for more details.

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