



# FIRE CODE PERMIT

## SPECIAL OCCASION APPLICATION

### YAKIMA COUNTY FIRE MARSHAL'S OFFICE

International Fire Code  
128 N. 2nd Street, 4th floor, Yakima, WA 98901 - (509) 574-2300

## Requirements to Process your Special Occasion Application

- Information is needed to determine the type of review to be conducted and address issues that may be of concern before issuing the permit. Providing detailed information will assist in understanding the scope of your proposal.
- Your **application must be submitted a minimum 2 weeks prior to the proposed date** in order to allow time to process.
- Please **use a separate sheet of paper** for site and floor plans. Site plan shall include setup and ingress/egress.
- Upon issuance of permit, a **Fire and Life Safety Inspection** shall be performed prior to occasion to ensure public safety for gathering, including, but not limited to: Emergency ingress and egress, escape routes, fire protection, parking, crowd management, traffic control, cooking appliances, electrical equipment, and wiring, etc.

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|--|
| <p><b>Choose all event types below that pertain to your event.</b></p> <p> <input type="checkbox"/> Open to the public    <input type="checkbox"/> Private event    <input type="checkbox"/> Ticketed event    <input type="checkbox"/> One-time event<br/> <input type="checkbox"/> Recurring/annual    <input type="checkbox"/> Concert    <input type="checkbox"/> Pyrotechnics    <input type="checkbox"/> Fire Performance<br/> <input type="checkbox"/> Other: _____ </p>  |
| <p><b>Event Information:</b></p> <p>How many people, including employees are scheduled to attend the event? _____</p> <p>Seating (chairs and/or benches)? How many: _____ Tables? How many: _____</p> <p><i>Crowds exceeding 99 people, crowd managers shall be required in accordance with Yakima County Ordinance 13.10 Section 403.12.3.1.</i></p> <p>Will you have traffic control? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, describe _____</p> <p>Will there be off-site parking? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, where will parking be located: _____</p> |
| <p><b>Structures:</b></p> <p>Will there be a temporary structure erected for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Size of structure _____ Type of materials _____</p> <p>Tents/Canopy Size ___ x ___ How Many _____ Will there be walls <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*All fabrics, membranes, tarps, canopies, and tents shall be flame resistant! (Flame Certification must be submitted.)</i></p> <p><i>*May require an additional permit fee.</i></p>   |
| <p><b>Food/Beverages:</b></p> <p>Will a mobile food preparation vehicle be at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will there be someone cooking on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>All mobile food preparation vehicles must have a permit through Yakima County Public Services/Building and Fire Division to operate within Unincorporate Yakima County.</b></p>   |
| <p><b>Noise Impacts: (Enforced by the Yakima County Sheriff's Office)</b></p> <p>Will there be music, sound amplification or any other noise impacts? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What hours _____</p> <p>Generators <input type="checkbox"/> Yes <input type="checkbox"/> No</p>  |
| <p>Fire Extinguishers: How many: _____ Service date: _____ Location: _____</p>   |
| <p>Will there be any open flames?</p>  |
| <p>Electrical cords: Describe use and protection of cords: _____</p>   |
| <p>LPG / Propane tank and/or Natural Gas tank. (Provide size, proposed location, and number of tanks).</p>   |



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FORM: BFS45A  
7/19/21

International Fire Code  
128 N. 2nd Street, 4th floor, Yakima, WA 98901 - (509) 574-2300

**ALL FEES MUST BE PAID PRIOR TO  
ISSUANCE OF PERMIT**

**REQUIRED: Tax Parcel Number of the site:**

*(Office Use)*

**FCP**

**Special Occasion Permit**

|  |  |                            |  |
|--|--|----------------------------|--|
| <b>Location / Address</b>                                      | <b>Street:</b>                                 | <b>City:</b>               | <b>Zip Code:</b>                               |
| <b>Where Occasion Is to Be Held:</b>                           |  |                            |  |
| <b>Name of Business /Company</b> <i>(if applicable):</i>       |  |                            |  |
| <b>Responsible Party:</b>                                      |  | <b>Phone:</b>              |  |
| <b>Contact Person:</b>   |  | <b>Phone:</b>              |  |
| <b>E-mail Address:</b>   |  | <b>FAX Number:</b>         |  |
| <b>Mailing Address:</b>  |  |                            |  |
| <b>Date(s) and Time of Occasion</b>                            |  |                            |  |
| <b>List Date(s) below:</b>                                     | <b>Hour / Time:</b><br>(I.E.: 8:00am – 4:00pm) | <b>List Date(s) below:</b> | <b>Hour / Time:</b><br>(I.E.: 8:00am – 4:00pm) |
|  |  |                            |  |
|  |  |                            |  |
| <b>Earliest Date/Time for Inspection:</b>                      |  |                            |  |
| <i>(Inspections scheduled Monday – Friday 8:00am – 4:00pm)</i> |  | <b>Date:</b>               | <b>Time:</b>                                   |

**\*\*Special requests for weekend inspections will be billed the weekend rate – 2-hour minimum fee.**

**Notice:** *Set-up may begin after the permit is issued. Set-up prior to approval is at the applicants' risk and subject to corrections/stop work order. A fire code inspection and all corrections (if necessary) must be completed prior to opening/occasion. Failure to obtain a fire code inspection and/or make corrections may result in revocation of this permit, issuance of a citation, and closure of the function.*

**I understand the requirements/conditions of this permit and agree to comply. I further understand that violating these requirements / conditions shall result in revocation of this permit:**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office use only:*

Application/Plans Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  **APPROVED**  **DENIED**

**\*Please note: This permit is not in lieu of land use approval.**