



FOR OFFICE USE ONLY
Permit #(s) _____
Date: _____

MONROE FIRE DEPARTMENT
 163 Village Court • Monroe, WA 98272
 Phone: (360) 794-7666 • Fax: (360) 794-0959
www.monroefire.org

SUBMIT TO: CITY OF MONROE PERMIT DEPARTMENT
 806 West Main Street • Monroe, WA 98272
 Phone: (360) 794-7400 • Fax: (360) 794-4007
www.ci.monroe.wa.us

EXHIBITS AND TRADE SHOWS 105.6.13 OPERATIONAL PERMIT APPLICATION

An operational permit is required to operate exhibits and trade shows.

Permit Submittal Hours Monday through Friday:
 Building, Fire & Land Use permits: 9:00 am – 12:00 pm & 2:00 pm – 4:00 pm
Verify Current Fee Schedule with Permit Staff Before Submitting Application
http://www.monroefire.org/fire_marshall/forms/permit/fire_fee_schedule.pdf

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS (SEE PAGE 2)

Site Address or Property Location: _____
 Size of site (acre/square feet): _____
 Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____
 *Signature: _____ Printed Name: _____
 Mailing Address: _____ Fax # (____) _____
 City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____
 **Signature: _____ Printed Name: _____
 Mailing Address: _____ Fax # (____) _____
 City _____ State _____ Zip _____ E-mail _____

ATTACH A SEPARATE SHEET FOR ADDITIONAL PROPERTY OWNERS/ADDITIONAL ADDRESSES

Applicant:** By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf. *Property Owner(s):** By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

This application form is effective August 2008. Please verify that this form is still current prior to submitting.

Is this application a **Renewal of an Existing Operational Permit?**

Yes - Complete this Page Only

No - Continue to Page 3 for Submittal Requirements

RENEWAL SECTION (Complete this section only if this application is a renewal of an existing operational permit)

Permit # of Previous Operational Permit: _____

Describe all changes in the operations or hazards covered under this permit since this Operational Permit was last issued.

No Changes since Permit was last issued

Do not complete or attach other pages. Submit pages 1 and 2 of this application as your RENEWAL application, along with current permit fees (contact Permit Department for a fee estimate). A fire inspector will contact you at your place of business to conduct an inspection of the operations or hazards covered under this permit. After a satisfactory inspection of these operations your Operational Permit will be renewed.

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Plan Check Fee: \$ _____ Permit Fee: \$ _____
Fire Plan Check Fee: \$ _____ State Fee: \$ _____

SUBMITTAL REQUIREMENTS

OPERATIONAL PERMIT – IFC 105.6.13

1. Provide a description of the event including duration-

2. Will there be tents, canopies and/ or membrane structures erected?

<input type="checkbox"/>	<p>Yes – additional permits are required as noted below.</p> <p>a. Tents and membrane structures having an area in excess of 200 square feet (19 m²) and canopies in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining a <u>construction permit</u> and approval from the fire code official. (IFC 105.7.13)</p> <p>b. An operational permit for <u>Temporary membrane structures, tents, and canopies</u> is required to be purchased. (IFC 105.6.43)</p>
<input type="checkbox"/>	<p>No – continue to 3.</p>

3. What is the anticipated occupant load / crowd size? _____

4. Provide a public safety plan for the event showing the following:

- a. Emergency vehicle ingress and egress
- b. Fire protection
- c. Emergency medical services
- d. Public assembly areas
- e. The directing of both attendees and vehicles
- f. Vendor and food concession distribution
- g. The need for the presence of law enforcement, fire and emergency medical services personnel.

5. Is there a Fire Alarm System installed?

Yes - Verify that the Fire Alarm system has been tested / inspected within the last calendar year. The Fire Alarm test/inspection is good for a year from the tested date.

No- continue

6. Is there a Fire Sprinkler System installed?

Yes - Verify that the Fire Sprinkler System has been tested / inspected within the last calendar year. The Fire Sprinkler System test/inspection is good for a year from the tested date.

No- continue

7. Verify that the Fire Extinguisher(s) have been tested / inspected within the last calendar year. The Fire Extinguisher(s) is good for a year from the tested date.

NOTE: A FIELD INSPECTION WILL BE PERFORMED TO DETERMINE ANY ADDITIONAL REQUIREMENTS.