

Application for Indoor/Outdoor Special Event Permit



McMinnville Fire Department
175 NE 1st Street
McMinnville, OR 97128
Phone: 503.435.5800
Fax: 503.435.5815

A Special Event is an assembly or gathering of persons for entertainment, recreation, the display or sale of goods or services, or other common purpose to be undertaken by a person other than the City that may involve use or closure of public right-of-way or public owned property, use of public personnel or resources for planning, inspections, prevention, emergency response, or any combination of these elements.

Events that involve use or closure of public right-of-way or public owned property, use of public personnel or resources for planning, inspections, prevention, emergency response, or any combination of these elements require an Event Permit.

Organized walk/run/bike events that involve the closure of streets require an event permit.

Special Events that take place in non-assembly buildings (tents, warehouses, parking garages, or vacant buildings) when the occupant load exceeds 49 require an Event Permit.

Fenced outside events when the occupant load exceeds 49 require an Event Permit.

All trade shows with 6 or more vendor booths require an Event Permit.

All haunted houses, regardless of occupant load, require an Event Permit.

Events that take place over multiple dates in the same location, with the same floor plan, may apply for an annual event permit, i.e. Farmer's Market.

Large events that take place over multiple locations may apply for one event permit that encompasses all locations within the event. Additional event sites not included with the original permit and plans will be subject to additional event permits and fees.

Special Events that occur on property that does not fall within the designated use of the building/property will require a Special Event Permit, i.e. The Sip. A separate event permit will be required for each event.

REQUIREMENTS FOR SUBMITTAL:

- Completed application.
- Legible site plan with a layout of the location being used and/or distances from audience.
 - Floor plan of the area being used for the venue must be drawn to scale including booths, tents, stands, stages, and all other structures.
 - If the floor plan is larger than 11" x 17", two copies must be submitted.
 - Plans cannot be reviewed without all of the required submittal criteria.
- Payment of fee. \$150.00 for venues up to 50,000 Sq Ft., \$250.00 for venues over 50,000 Sq Ft. (In accordance with City of McMinnville Resolution 2016-11).
Checks can be made out to: McMinnville Fire Department
- Completed packet (including fees) must be received at least **seven (7) calendar days** before the event.
Any permit request packet received after the deadline may be denied.

EVENT INSPECTION:

- Events are not allowed until the venue has been approved by the Fire Marshal's Office.
- An inspection of the event site will be made by the Office of the Fire Marshal before the event begins.
- All event sites must comply with McMinnville Fire Department's Food Concessions & Vendor Fire Safety Checklist.
- The permit will be issued upon completion of the inspection.
- The permit can be revoked for failure to comply with the specified "Conditions of Use" by a Fire Officer or Inspector of McMinnville Fire Department for due cause.

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Either bring or send packet (including plans, paperwork and payment) to:
**PERMITS – McMinnville Fire Department,
175 NE 1st Street,
McMinnville, OR 97128.**
Open 8:00 AM – 5:00 PM, Monday – Friday

Please check all that apply: Location up to 50,000 Sq Ft. Location over 50,000 Sq Ft.
 Indoor Event Outdoor Event Annual Permit Requested Multiple Locations

Name of Event: _____

Sponsor/Organizer of Event: _____

Contact Name: _____ Phone: _____

Contact Address: _____

E-mail Address: _____

Event Site Contact Name: _____ Phone: _____

Location/Address of Event: _____

Requested Dates of Event: _____ Requested Hours of Operation: _____

FOR FIRE DEPARTMENT USE ONLY

DATE REC'D. _____ Payment Amount: \$ _____ Check #: _____ CC Payment: _____

- Legible Site Plan
- One time fee for area up to 50,000 Sq Ft. (in accordance with City of McMinnville Resolution 2016-11) - \$150.00
- One time fee for area over 50,000 Sq Ft. (in accordance with City of McMinnville Resolution 2016-11) - \$250.00

EFFECTIVE DATES:

Application accepted as is, permit granted: Yes No _____

From: _____ To: _____ Hours of Operation: _____

Anticipated Date of Inspection: _____ Annual Event Permitted: Yes No

Inspector's Name: _____ Inspector's Signature: _____

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Conditions of use:

