

# Permit Application for Temporary Outdoor Expansion Due to COVID-19



Either bring or send packet  
(application and drawing) to:  
**PERMITS – McMinnville Fire Department,**  
**175 NE 1<sup>st</sup> Street,**  
**McMinnville, OR 97128.**  
Open 8:00 AM – 5:00 PM, Monday – Friday

\*BEFORE EXPANDING YOUR OUTDOOR SEATING AREA BEYOND PREEXISTING AREAS, PLEASE CONTACT OLCC TO CONFIRM  
YOU ARE PERMITTED FOR SERVING ACOHOL IN THE EXPANDED AREAS\*

\*ANY BUSINESS USING PUBLIC RIGHT OF WAY WILL NEED TO APPLY FOR A STREET USE PERMIT\*

\*ANY OUTDOOR SEATING AREAS MUST COMPLY WITH OREGON HEALTH AUTHORITY'S REOPENING GUIDELINES\*

Name of Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Property Owner/Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Property Owner/Manager permitting outdoor expansion: \_\_\_\_\_

Type of Use i.e. Restaurant Seating, Church Services, Etc.: \_\_\_\_\_

Days of the Week & Hours of Operation for Expansion: \_\_\_\_\_

Do you plan to utilize music or voice amplification? If so please explain: \_\_\_\_\_

Please use the space provided for a brief description of your expansion and attach a drawing. Be sure to indicate the following items on your map if they are included in the expansion: Layout of area with a seating chart, measurements, booths, tables, tents, shelters, fencing, barricades, parking, ADA parking, and all other structures, all exits clearly marked. Description:

\*PLEASE ATTACH YOUR DRAWING ON A SEPARATE PAGE\*

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.

Conditions of use:

THIS PROPERTY IS APPROVED BY ORDER OF THE FIRE MARSHAL: \_\_\_\_\_

This signed document serves as the temporary permit for outdoor expansion on private property.

All event fees of \$150-\$250 are temporarily waived for outdoor COVID extensions.

\*ALL OUTDOOR EXTENSION PERMITS ARE TEMPORARY DUE TO COVID AND MAY BE EXTENDED OR TERMINATED EARLY\*