



PORTLAND FIRE & RESCUE

FIRE MARSHAL'S OFFICE

1300 SE Gideon Street

Portland, OR 97202-2419

Phone: 503.823.3712

Fax: 503.823.3925

Hours: 8:00 AM – 3:30 PM, M-F

Annual Permit for Temporary Arts and Cultural Events

This annual permit may be requested by arts and cultural businesses to host periodic events in non-assembly buildings. The conditional use permit process is not intended to circumvent change of occupancy requirements when determined within policy. All proposed floor plans must be submitted with the permit application packet. Packets must also include payment and a schedule of events. Floor plans must be drawn to scale and contain all required submittal criteria (see requirements provided with this application). If event schedules or floor plans change, updated information must be submitted immediately, and additional fees may apply.

PF&R Use Only

Permit # _____ Fee: \$ _____ Date Rec'd _____ Cash / Check # _____ Receipt # _____

Inspectors Notes: _____

Inspector Init: _____ Date Approved: _____ Codes: _____

Fees are based on number of floor plans submitted for approval (up to 10).

1 floor plan - \$500 2 to 4 floor plans - \$750 5 to 10 floor plans - \$1500

Venue Name: _____

Facility Address: _____

Facility Contact: _____ Phone: _____ Fax: _____

Applicant: _____

Applicant Address: _____

Phone: _____ Alternate Phone: _____ Fax: _____

Type of Art or Cultural Event (display, performance, dance, etc.): _____

Briefly describe the activities planned and items on display during the events:

Submitted by

Date

Phone

Email Address for Delivery of Permit

Packet must include: plans, event list, and payment

Make check payable to: Portland City Treasurer

Mail or deliver to:

Permits - Portland Fire & Rescue
1300 SE Gideon Street, Portland OR 97202-2419.

Fax application packet to 503-823-3925

Email application packet to: pfrpc@portlandoregon.gov

NOTE: Payments for faxed or emailed applications must be provided no later than 3:30 PM for the application to be considered received on that business day. Payments may be made via credit card by phone: 503-823-3712.

REQUIREMENTS

A. Pre-Inspection

The Fire Marshal and the Building Official, or their designees, shall conduct an inspection with the applicant present prior to commencement of work in preparation for the use as a temporary assembly space. The inspection shall determine if the building or area is appropriate for the temporary assembly space and identify what work needs to be completed prior to operation.

NOTE: Construction related modifications may require other building or trade permits from the Bureau of Development Services (BDS).

B. Post-Inspection

If work is required, the Fire Marshal's Office (FMO) shall conduct another inspection with the applicant, after the work is completed. The inspection shall verify that the life safety systems are operational, and all code requirements have been met. Assembly-type events may not commence until successful completion of this inspection.

C. Time Limit / Renewal

The full permit application packet including fee, plans and event schedules must be resubmitted every year. The space shall be limited to 90 days per year to be utilized as a temporary art event space. Upon renewal of the annual permit, a new inspection shall be conducted by the FMO to verify continued compliance with the code requirements. Any deficiencies identified in this inspection shall be corrected before a new permit will be issued.

D. Maximum Number of Occupants Allowed

The maximum number of temporary occupants shall be calculated using an occupant load factor of one individual for every 25 square feet of room area, with a maximum of 75 occupants regardless of square footage of the space.

Exception: A facility may have up to 99 occupants in a temporary art event space, if the space meets the minimum occupant load factor of 25 square feet per person. A pre-approved plan must be used for this exception. This exception will be allowed under the annual permit a maximum of 4 times per calendar year with a maximum duration of 4 consecutive calendar days per event. Beyond the 4 allowable exceptions, the regular permit application process for non-assembly buildings must be followed and permit fees will be assessed accordingly. See Portland Policy Document FIR-3.12 Temporary Public Assembly Permits for Non-Assembly Type Occupancies.

E. Life-Safety Requirements

The following life-safety requirements apply to buildings and areas being used as a temporary assembly space for arts and cultural events:

1. Permitted Use

- a. The current use/occupancy has been maintained per the last permitted use approved by BDS.
- b. All construction related modifications in the proposed space were completed under benefit of required building or trade permits through BDS.
- c. There are no open building or trade permits.

Exception: An open building permit allowing the proposed temporary use for the facility is allowed if BDS issued a Temporary Certificate of Occupancy.

- d. There are no open building or fire code violations.

2. Sprinklers

It is not required for a building to have sprinklers to be used as a temporary assembly space for most arts and cultural events. However, buildings with fire sprinkler systems may be granted more flexibility as noted:

- a. When a building is fully protected with a fire sprinkler system, temporary assembly spaces may be located on any building floor level.
- b. When a building is not fully sprinkled, temporary assembly spaces may only be located on the first (ground) floor or second floor.
- c. Temporary assembly spaces are not permitted in basement areas of a building that is not protected with a fire sprinkler system.

3. Means of Egress (Exits)

All floor levels with a temporary event space shall have a minimum of two means of egress (exits) from each floor level with outward swinging doors. For purposes of this guide, fire escapes are not considered a means of egress.

- a. The exits serving the room shall be separated by a distance equal to at least one half of the longest diagonal distance of the room.
- b. Doors shall have panic hardware.

4. Emergency Evacuation Plan

All temporary assembly spaces shall create and maintain an emergency evacuation plan addressing the evacuation of all visitors and staff in an emergency event. At a minimum, the emergency evacuation plan shall contain all the following:

- a. Building Floor Plans. Building floor plans for each floor being used as temporary event spaces shall be clearly identified;
- b. Egress Path. A plan to show egress from the proposed temporary assembly spaces and from the building; and
- c. Life-Safety Systems. Information regarding fire sprinkler or fire alarm systems in the building.

F. Floor Plans: The approved art event permit and floor plans must be kept at the event where it is accessible to any fire or police official. Violation of any permit requirements may result in a citation.

- Detailed floor plans, clearly drawn to scale, must be submitted with the permit application packet at least 21 calendar days prior to the first event.
- Plans must be an actual representation of the events.
- If submitting more than one plan, label numerically (1-10) and specify the floor plan to be used for each event.
- The Fire Marshal's Office must be notified of any change in the pre-approved plans no later than 7 days before event date.
- New plans submitted after review and approval of the original permit application may result in additional fees being assessed. See fees listed on application page.

The following information is required on all floor plans and must be drawn to scale:

1. Tables: All seating and dining areas must show detail of chair and table set-up, aisle width and table spacing.

- Table rounds must be spaced a minimum of 6' from table edge to table edge.
NOTE: For additional table round spacing specifications, contact the Fire Marshal's Office.
- Banquet tables, 4' to 8' long, must be spaced:
 - A minimum of 31" apart when seating on one side.
 - A minimum of 50" apart when seating on both sides.

2. Chairs:

- When arranged, rows must NOT contain more than 14 chairs.
- Seats must have a minimum clear space of 12" between rows.
- Aisles between rows of chairs should be 4' wide or more, but may vary depending on aisle lengths.

3. Aisles:

- Depending on square footage, aisles may be required around displays.
- Large island booths must show any required aisles which pass through the island.
- Aisles passing support columns must have 36" minimum clearance from the column.

4. Exits:

- Unless specifically allowed by the Fire Marshal's Office and shown on the approved floor plan, all exits must be:
 - Unobstructed.
 - Not covered with drape or other items.
 - Unlocked and in no way impaired.
- Required exits in large bulk space areas in buildings may require lighted battery back-up exit signs.

5. Barriers:

- Location and height of all pipe and drape or other barriers (hardwall, fencing, etc.).

G. Additional FMO Conditional Use Permit Requirements

- Documentation of all fire life safety requirements, including the emergency evacuation plan, must be submitted to the FMO. Copies must also be maintained on site and be available at the request of the FMO during routine inspections.
- Exit signs shall always be fully illuminated .
- Exit paths shall be unobstructed and exit doors maintained to be readily openable.
- There shall be no smoking or open flames allowed within the building. A portable fire extinguisher shall be located within 75' of all areas within the temporary assembly space.
- Rooms used for temporary events shall limit the number of occupants using 25 square feet per person with a maximum of 75 occupants regardless of the size of the space.
- An accurate and up-to-date list of the site schedule shall be provided to the FMO. Changes to the schedule shall be communicated as soon as they are known.
- Other conditions may be required on a case-by-case basis.

Decorations:

- Decorative materials, booth walls, pipe and drape, etc. must be effectively **flame-proofed** or made of materials acceptable to the Fire Marshal's Office.
- Signs, banners and other decorative materials may not be suspended from or attached to, the fire sprinkler piping or sprinkler heads.
- All displays must remain at least 36" below any building fire sprinkler heads.
- Use of **bark mulch, dust or chips** require that:
 - Location and approximate square footage shall be shown on the floor plan.
 - Lighting and wiring placed in this material shall be 12-volt UL approved for outdoor use.
- Electrical wiring for ponds, or similar displays, must be approved by the Fire Marshal's Office.

Enclosed Structures:

- No canopies, similar coverings or enclosed structures are allowed inside buildings unless approved by the FMO.
- All approved coverings or structures with roofs are required to have all electrical power disconnected at the close of show each day.

Smoke Detectors:

- A properly mounted and working smoke detector must be provided and maintained in every enclosed structure within a building 10' x 10' or larger.

Heaters:

- Portable space heaters are not allowed, unless specifically approved.

Flammables:

- No propane cylinders, flammable gases, liquids or solids, are allowed in any building, enclosed tent or structure, unless specifically allowed on the approved permit.
Exception: Up to two 16.4 oz. disposable bottles of propane/butane are allowed per exhibitor.
- Natural gas use is required in venues which have pre-plumbed natural gas hook-ups.