

SPECIAL EVENTS

IFC Permit Application Requirements

2010

Fees: The fees listed are valid through **December 31, 2010**. The next fee adjustment will be effective January 1, 2011.

Public Assembly Special Event (Occupant Load Greater Than 500).....\$289

2003 IFC 105.6.35: Places of assembly. An operational permit is required to operate a place of assembly.

Public assembly special event: An event which requires a special permit and is not addressed by a current annual public assembly permit, or when the posted occupant load is to be exceeded as provided for in the International Fire Code.

The following information is required to be submitted along with the City of Woodinville Special Events IFC permit application. **Application must be complete.**

The shaded area indicates the minimum information required for permit application acceptance by the City of Woodinville Permit Center. Final approval of permit will require that all information be provided, as applicable.

- 3 Copies of scaled site plan showing:
 - a) Fire apparatus access roads
 - b) Event parking
 - c) Fire hydrant and fire extinguisher locations
 - d) Security gates
 - e) Concession stands
 - f) Fixed or semi-permanent rides or structures
 - g) Seating chart, if applicable
 - h) Location of public telephone, fire alarm or other means for notifying the fire department
 - i) Size and location of tents and canopies, if applicable

- Occupant load for event

Per Woodinville Fire and Life Safety District Manual of Operations Article 800 Section 7

Occupant loads 2,000 and greater will require standby personnel to be at the expense of the permit applicant or property owner/occupant unless waived by the chief.