

CITY OF DUVALL

Special Event Permit Application

Name of Event: _____

Event Applicant/Organization: _____

Proposed Event Date(s): _____ Day(s) of Week: _____

Event Start Time: _____ Event End Time: _____

Setup Date/Time: _____ Take Down Date/Time: _____

Est. Attendance: _____ Route or Location(s) of event _____

Person Responsible for Event: _____

Daytime Phone: _____ Cell Phone: _____ Email: _____

Address: _____ City: _____ Zip: _____

On-site Event Contact Person: _____

Daytime Phone: _____ Cell Phone: _____ Email: _____

DESCRIBE IN DETAIL the Event: (*Applicant must also include a map with site plan*) _____

Mark ALL boxes where applicable to your event (**additional permits and fees may be required**)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Street Closure(s) | <input type="checkbox"/> Parade | <input type="checkbox"/> Walk/Run |
| <input type="checkbox"/> Carnival Rides | <input type="checkbox"/> Stage(s) | <input type="checkbox"/> Vendors | <input type="checkbox"/> Food Services |
| <input type="checkbox"/> Inflatables | <input type="checkbox"/> Canopy/Shelters | <input type="checkbox"/> BBQ(s) | <input type="checkbox"/> Traffic Control |
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Admission Fee | <input type="checkbox"/> Security |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Extension Cords | <input type="checkbox"/> Heating Devices | <input type="checkbox"/> Horses/Animals |
| <input type="checkbox"/> Gambling | <input type="checkbox"/> Alcohol | <input type="checkbox"/> Pyro/Fireworks | <input type="checkbox"/> *Garbage containers |
| <input type="checkbox"/> *Sani-Cans | <input type="checkbox"/> **Police Services | <input type="checkbox"/> ** Signs/Banners | <input type="checkbox"/> *Recycle containers |

* *Additional Sani-Cans/Garbage/Recycle Containers may be required depending on event attendance, and the will be the responsibility of the **applicant** to pay for and provide by a city-approved provider.*

** *Additional permits/fees are required for signs/banners & police services.*

Yes No ARE YOU REQUESTING PERMISSION FOR **VEHICLE ACCESS ON PARK PROPERTY**?
Name of Park/city property(s) for vehicle access: _____

Yes No ARE YOU REQUESTING A **STREET OR PARKING LOT CLOSURE**? Please explain the streets or area you want closed, and the closing and opening dates/times.

Yes No ARE YOU ERECTING CANOPIES, BOOTHS OR STAGES?

Type of structure(s): _____ Purpose: _____

How many: _____ Size: _____

PARKING: Where will parking for the Event be located? _____

TRAFFIC/CROWD CONTROL: What measures will be taken for traffic control and crowd control?

Use of some City facilities, including the Depot Building & the Rose Room, requires a separate rental application and reservation.

Will you be requesting use of any City Buildings/Facilities? Yes No

THE DEPOT BUILDING/PARK *To reserve the Depot Building/Park call City Hall at 425-788-1185.*

THE ROSE ROOM *To reserve the Rose Room call City Hall at 425-788-1185.*

OTHER (name of City facility): _____

ALL APPLICATIONS MUST BE SUBMITTED at least 60 DAYS PRIOR TO EVENT.

Please return applications and map/site plan(s) along with a non-refundable **application fee of \$50** to:

CITY OF DUVAL
PO BOX 1300/15535 MAIN ST NE
DUVALL, WA 98019

This application will also be submitted to the Duvall-King County Fire District #45 for permitting on your behalf. A representative from the fire department will be contacting you if additional information or permit fees are required. The City of Duvall requires Fire Department approval prior to issuing a permit. **You must also complete the next page for King County Fire District #45, and the City will forward it on to the fire department.**



Duvall – King County Fire Dist. #45 Special Outdoor Events Permit Application

Duvall Fire (King County Fire District 45) has been delegated by the City of Duvall the responsibility for enforcing the International Fire Code. In so doing, our intent is to protect the safety of those who participate in outdoor special events. Not every event requires a permit and a site inspection. We will review your application to determine if a permit is required. If required, we will advise you and there will be a permit fee of \$100 (beginning in 2010) to cover our cost of plan review and inspection. Event elements that typically trigger a permit requirement are multiple tents or portable structures, food vendors, use of power, and large crowds. Please refer to the attached document giving an overview of requirements. It is the responsibility of the permit applicant to make sure that all participants are aware of and follow the Fire Code requirements. In most cases, we will do a site inspection during the event. If you have questions, please contact us at 425-788-1625. Thank you for your cooperation.

.....
 Event Name _____
 Event Date(s) _____
 Event Contact (Planning) _____
 Phone _____ Email _____

Event Contact (On site during event) _____
 Phone _____ Location _____

Please attach a detailed site plan including the following:

- Emergency access
- Parking areas
- Location of tents, canopies, and structures; those used for cooking shall be labeled
- Fire extinguisher locations
- Heaters
- Generators or other sources of electrical power
- Fuel tanks and storage
- Required clearances labeled
- Any other potential safety hazards

Which of the following will be included in your event?

- Tents, Canopies, other temporary or portable structures
 Number of _____ Sizes _____
- Cooking under tents, canopies, other temporary or portable structures
- Electrical power from generators
- Electrical power from other source _____
- Fuel stored on site; fuel type and quantity _____
- Portable heaters
- Powered devices for other than cooking or heating _____
- Other activity with safety concerns _____

.....
Duvall Fire Use

Permit Required: Yes No Permit Fee Received _____ Date: _____
 Reviewed by _____ Date _____
 Inspected by _____ Date _____
 Comments _____



Duvall – King County Fire Dist. #45

Special Outdoor Events Permit Requirements

- **Documents**

1. A completed permit application (included with the City of Duvall Event Permit Application).
2. **A Detailed Site plan** shall be submitted with the application. The plan shall include:
 - **Emergency access**
 - **Parking areas**
 - **Location of tents, canopies, and structures; those used for cooking shall be labeled**
 - **Fire extinguishers**
 - **Heaters**
 - **Generators or other sources of electrical power**
 - **Fuel tanks and storages**
 - **Required clearances labeled**
 - **Any other potential safety hazards**

- **Access, Location, and Parking**

1. Fire access roads shall have an unobstructed width of not less than 20 feet and vertical clearance of not less than 13 feet, 6 inches.
2. Tents, canopies or membrane structures shall not be located within 20 feet of property lines, buildings, parked vehicles, or internal combustion engines.

- **Tents and Canopies**

1. The aggregate area of multiple canopies placed side by side shall not exceed 700 sq. feet.
2. When side by side canopies reach an accumulative area of 700 sq. ft, a 12 ft fire break will be required.
3. The canopy shall not be for assembly use such as seating or gathering of people.
4. Tents and Canopies shall be composed of flame resistant material and have a permanent affixed label bearing the identification of size and fabric or material type.
5. No blue, brown, or other plastic tarps are allowed to be used in the construction of a tent or canopy.
6. There is no smoking allowed under canopies or tents. "No Smoking" signs shall be conspicuously posted.

- **Cooking**

1. Tents where cooking is performed shall be separated from other tents and canopies by a minimum of 20 feet.
2. Portable open flame devices fueled by flammable or combustible gases, liquids, solid fuels such as charcoal briquettes or electrical appliances shall be installed in such a manner as to prevent heat or flame from contacting, or to come within close proximity of the canopy.
3. Cooking appliances shall not be closer than 2 ft. feet from the canopy structure.
4. Fuel supplies, fuel lines, and controls for cooking devices, shall be isolated from the public by fencing, enclosure, or other approved means.
5. Cooking processes that produce airborne burning embers, sparks or grease flare ups shall not be permitted under small canopy structures.
6. All combustibles shall be kept away from heat sources.

- **Fire Protection**

1. A portable fire extinguisher having a minimum rating of 2A:10BC rating or larger shall be provided for each canopy.
2. Extinguisher must have proof that it was purchased within the previous 12 months or have a service tag indicating a service in the previous 12 months.
3. Booths with deep fat fryers are required to have an additional fire extinguisher with a Class "K" rating.

- **Flammable Gasses**

1. Propane or other flammable gasses shall be kept away from open flame.
2. Cylinders shall be secured in an upright position, outside the perimeter of the tent or canopy.

- **Flammable Liquids**

1. Gas powered generators shall be separated from tents, canopies, or similar structures by a minimum of 20ft. and shall be isolated from the public by fencing, enclosure, or other approved means.
2. Containers of gasoline shall not be located under canopies and shall be secured in a remote location not accessible to the public.
3. There is no smoking allowed near fuel or fuel storage areas.
4. Fuel must be stored in an approved container and must be stored in quantities not exceeding 5 gallons.

- **Electrical Cords**

1. Electrical cords shall be a three wire type with a ground.
2. Extension cords shall only service one appliance.
3. No spliced wires or open junction boxes are permitted.
4. If a multi plug or strip plug is used it must have a circuit breaker, be rated for outdoor use, and be plugged directly into a receptacle (not an extension cord).
5. All electrical cords shall be protected from damage and foot traffic.

- **Heaters**

1. "Mushroom type" propane heaters are not allowed inside a tent or canopy.
2. Only electric heaters are allowed.

- **Rubbish**

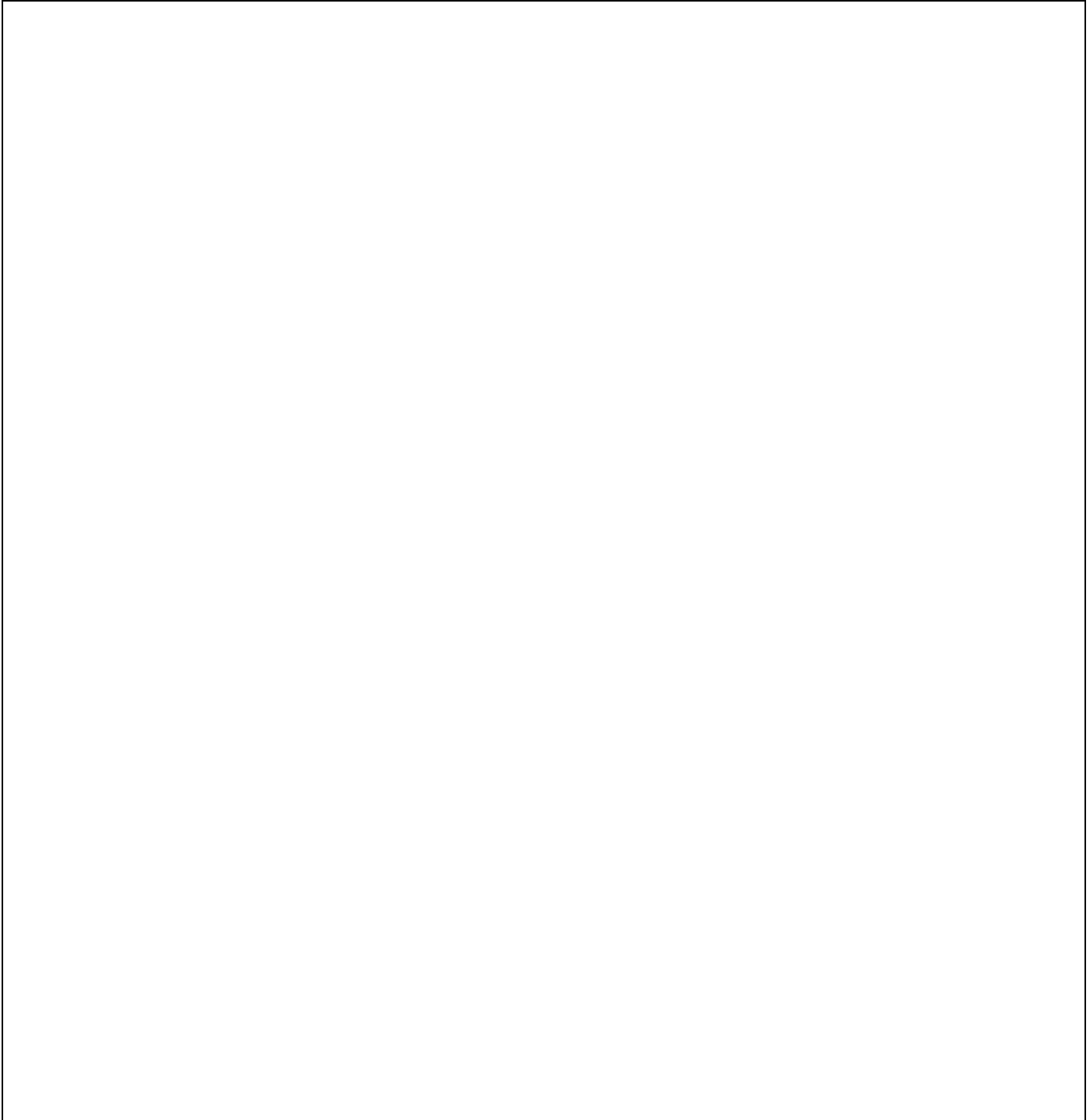
1. All combustible materials shall be separated from heat sources by a minimum of 10 feet.
2. Keep rubbish in covered containers
3. Cardboard boxes are rubbish, not rubbish containers.
4. Rubbish containers larger than 40 gallons must be fire resistive and labeled as such.

**If you have any questions or need further clarification please call the
Duvall Fire at 425-788-1625**

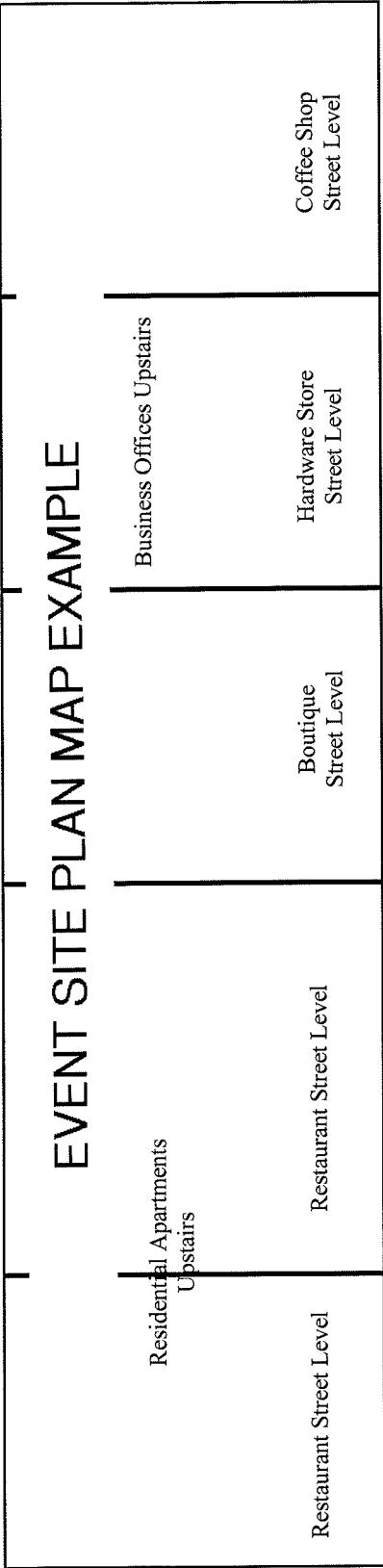
SPECIAL EVENT SITE PLAN DIAGRAM

Event Site Maps must include: Surrounding street names, fencing/barriers, street closure points, barricades, booths, canopies/tents AND size, cooking areas, generators, vehicles, number and dimension of entrances/exits, 20' fire lanes, start finish lines, routes with direction arrows, beer gardens (separate map required). Show all setbacks from structures, gas, drives, etc. along with buildings and landmarks

North ↑

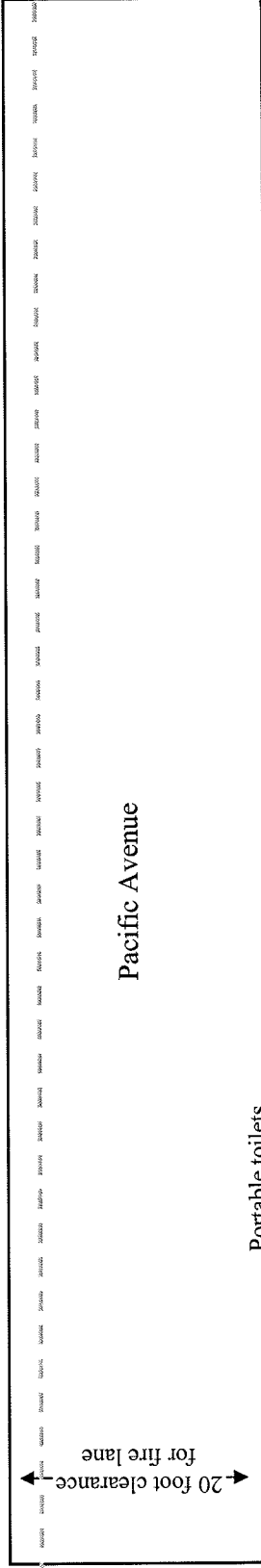
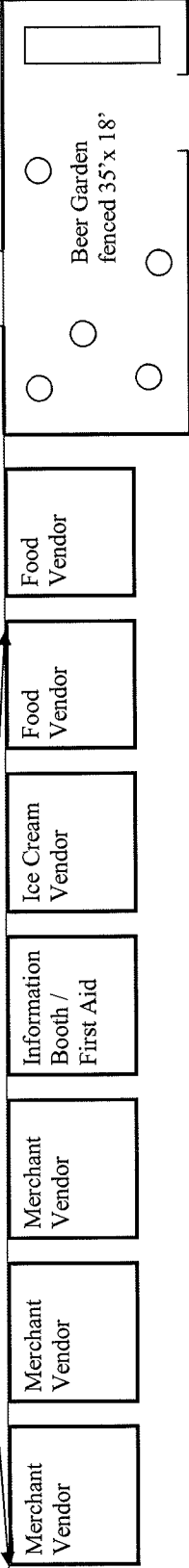


EVENT SITE PLAN MAP EXAMPLE



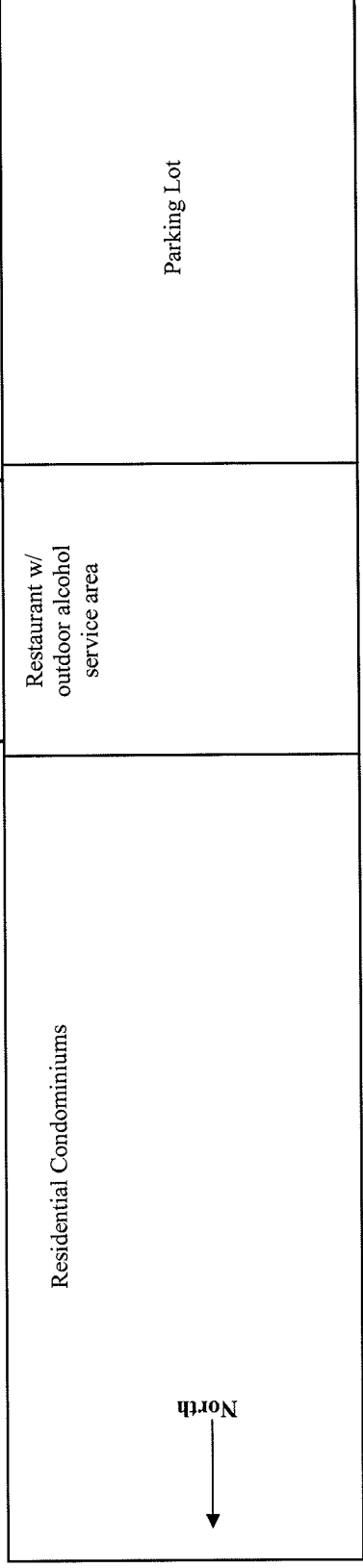
Sidewalk open

10x10 canopies

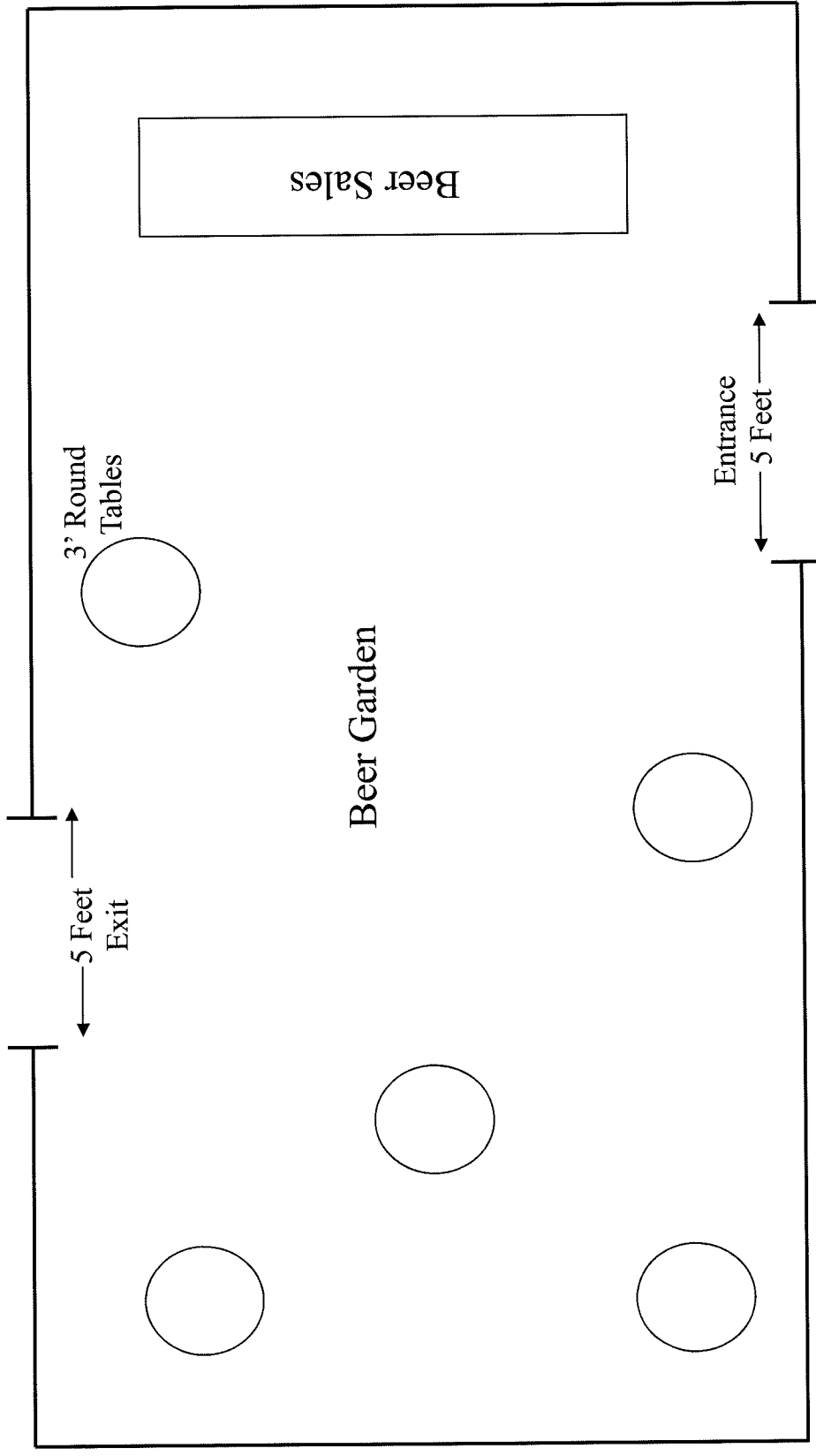


Portable toilets

Handwashing station



Sidewalk open



3' Round Tables

5 Feet Exit

Beer Garden

Beer Sales

Entrance 5 Feet

35 Feet

18 Feet

Salmon Street

Pacific Avenue

North

Small vertical text along the right edge of the diagram, likely a scale or reference line.