



# Renton Regional Fire Authority

## Special Event Permit Application

425-276-9580

**\*\* All requested items must be provided in order to process this application. \*\***

(See attached *Guidelines for Special Events*)

The completed application (must include all pages) and required documentation per the attached *Guidelines* may be emailed to [permits@rentonrfa.org](mailto:permits@rentonrfa.org) for review. Once the submittal is accepted, a payment portal link will be provided. Alternatively, the completed application, required documentation, and \$150.00 permit fee may be submitted in person at Fire Station 14, 1900 Lind Avenue SW, Renton. Permit counter is open Monday-Friday, 7:30 a.m. to 4:00 p.m. Closed on holidays.

To allow for adequate processing time, submittals are due at least 30 days in advance of the event and payment at least 10 business days in advance.

Private Individual: \_\_\_\_\_ Phone: \_\_\_\_\_

**OR**

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

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title of event: \_\_\_\_\_

Street Address and location of event: \_\_\_\_\_

Site Phone #: \_\_\_\_\_ Estimated number of people in attendance: \_\_\_\_\_

If tents will be used, number and size(s) of tent(s):  
(List size, in sq. ft., of each tent separately) \_\_\_\_\_

Event Start Date/Time:  
**FROM:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ **TO:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Describe the type of event: \_\_\_\_\_

Electricity to be used?      Yes      No      If yes, contact the Renton Building Department at 425-430-7215 or [permittech@rentonwa.gov](mailto:permittech@rentonwa.gov) for further information.

I certify that the information furnished by me on this application is true and correct and that the applicable requirements of the Renton Regional Fire Authority will be met. I understand this application does not constitute a permit to hold a special event. Event is not to commence until confirmation of the permit is received from Renton Regional Fire Authority and conditions as described in the attached *Guidelines* are met. Certification is hereby rendered that no work will be done except as described and that all work will conform to the applicable codes.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Guidelines for Special Events

For assistance regarding these Guidelines call 425-276-9580

### A. DEFINITIONS

1. **SPECIAL EVENT:**
  - a. Any event that occurs in a permitted place of assembly that introduces a hazard regulated by this Code and not approved at the time of issuance of the Place of Assembly Permit.
  - b. Any event with an occupant load that exceeds 300 in a location that does not have a Place of Assembly Permit.
  - c. All temporary places of assembly.
2. **TEMPORARY PLACE OF ASSEMBLY:** An occupancy not classified as "Assembly Group A" that is used for activities normally restricted to assembly occupancies and limited to a period of less than 30 calendar days of assembly use.

- B. APPROVAL REQUIRED** - Tents and membrane structures having an area in excess of 400 square feet or a temporary stage canopy shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the fire code official.

YES                  NO

**Tent Permit required?**

**Cooking being conducted at event?**

**Will propane appliances be used at event?**

**If YES, number of gallons:** \_\_\_\_\_

**Will power generators be used on site?**

### C. CONSTRUCTION DOCUMENTS

1. A detailed site plan shall be provided with each application for approval indicating access, location on property and parking.
2. A detailed floor plan shall be submitted, including location of tents or membrane structures with an occupant load of 50 or more. A separate permit is required for tents and membrane structures.
3. Special documentation requirements apply to events involving *Storage, Handling, or Use of Hazardous Materials*, including Spring and Fall Waste Collection Recycling Days sponsored by Solid Waste Utilities, and Household Hazardous Waste Collection events sponsored by King County Solid Waste Utilities. The following specific information is required for these events:
  - a. A brief, well-written project narrative that describes the full extent of the proposed storage, handling, or use of hazardous materials, including waste disposal if applicable.
  - b. A site plan, including a measured-to-scale vicinity map clearly illustrating the location of temporary and permanent structures, fire extinguishers, storm drains, and site security to include temporary fencing with exiting and fire lane access.
  - c. A spill control plan clearly explaining the procedures and personal protective equipment to be used in the event of a spill or release of hazardous materials into the environment.
  - d. A storage plan that clearly illustrates how incompatible hazardous materials will be segregated from one another throughout the permitted storage, handling, and use time frame.

### D. ACCESS, LOCATION AND PARKING

1. Fire access road shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet, 6 inches.
2. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or other membrane structures, parked vehicles, or internal combustion engines.
  - a) Required means of egress provisions are provided for both the building and membrane structure or tent, including travel distances.
  - b) Fire apparatus roads are provided.



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**E. STRUCTURAL STABILITY** – Decorative material shall be properly supported to prevent accidents.

**F. MEANS OF EGRESS**

1. Exits shall be unobstructed and visible.
2. Means of egress shall be illuminated with a light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.

**G. AISLES**

1. Aisles shall be at least 44 inches wide.
2. The required width of exits, aisles, and passageways shall be maintained at all times to a public way.
3. The arrangement of the aisles is subject to approval by the fire code official.

**H. EXIT SIGNS**

1. Exits shall be clearly marked.
2. Exit signs shall be installed at required exit doorways and as necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. The exit sign shall be an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner:
  - a. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or fewer;  
**OR**
  - b. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the City of Renton Electrical Code.

**I. FLAME RESISTANT TREATMENT/STANDARDS**

1. All materials shall be of flame-resistant material or shall be made fire resistant in an approved manner. Certification shall be submitted with the site plan.

**J. SMOKING/OPEN OR EXPOSED FLAME**

1. Smoking is not allowed at any special event.
2. "No Smoking" signs will be conspicuously posted.
3. No open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall be permitted inside or located within 20 feet of any tent or membrane structure while open to the public unless approved by the fire code official.
4. Warming of food that uses solid flammables, butane or other similar devices, which do not pose an ignition hazard, shall be approved.

**K. FIRE EXTINGUISHERS**

1. Minimum 2A-10BC shall be provided with proper current service tag.
2. One required for every 3,000 square feet of floor area.
3. Travel distance not to exceed 75 feet to any extinguisher.

**L. HEATING/COOKING EQUIPMENT**

For guidance, contact the Office of the Fire Marshal at 425-276-9580.

**M. FIRE WATCH**

The fire code official may require a fire watch based on the number of persons or nature of the event. The applicant may have to provide one or more fire watch personnel, as required and approved, to remain on duty during the times the activity is conducted.