

**Events, Exhibitions, Trade Shows,
Fairs, & Carnivals
Operational Permit Application**



SUBMIT PLANS & APPLICATION TO: firemarshal@pagosafire.com

Date _____

An Operational Permit is required for Events, Exhibitions, Trade Shows, Fairs & Carnivals per sections 105.6 and 105.6.5 of the 2015 International Fire Code.

Fire inspections are required before operating, minimum 48-hours notice required for all fire inspections

Event Date(s) _____

Time(s) _____

Project Details _____

Project/Site Name _____

Number of Attendees _____

Physical Address of Event _____

Responsible Party (on-site) _____

On-Site Phone Number _____

Email _____

Submittal Requirements:

- Electronic PDF of plans submitted to pfpdfiremarshal@pagosafire.com
 - Indicate exhibitor/vendor location layout for event. Provide detailed exhibitor vendor list names and use of space.
- Food Vending / Food Trucks
 - Include names and contact information of truck operator.
- Tents / Canopies
 - Separate submittal for larger than 700 square feet.
- Number of Rides (if applicable)
- Crowd Manager Training Certificates
 - Indoor Events 500+ People
 - Outdoor Events 1000+ People
 - Training shall be completed and attained through the National Association of State Fire Marshals Crowd Manager Program or equivalent as approved by the fire code official.
 - <https://www.firemarshals.org/Crowd-Manager-Training>
- Checks need to be payable to Pagosa Fire Protection District

Items to Include in Event Layout:

- Means of Egress
- Location of widths of exits and aisles
- Seating arrangements
- Location of exit signs
- Total square footage of spaces
- Location and arrangement of all booths and cooking equipment
- Location of all fire protection equipment
- The type and location of any heating or electrical equipment
- Location of any covered or multiple-level booths
- Construction drawings of any covered or multiple-level booths
- The storage locations and quantities of any highly combustible goods
- The location and type of any vehicle displays
- The location, type, and quantity of hazardous material
 - LPG/propane is limited indoors to 12 pounds or less of water capacity.
 - Where more than one LPG/propane is present, they shall be separated by a minimum of 10 feet.
- Fire safety and evacuation plan
- Expected number of event attendees and staff

Pagosa Fire Protection District Use ONLY:

Permit Number Issued: _____

Date Submitted: _____ **Date Fee Received (if applicable):** _____ **Amount Received \$:** _____

Plan Examiner: _____