



Fire Permit - Special Event Permit

Overview:

The Fire Special Event permit covers a number of life safety requirements for public and private events including but not limited to:

- Structural and fire safety of temporary tents or membrane structures, stages, bleachers, and other structures.
- Occupancy loads, emergency exits, and emergency vehicle access.
- Fire protection and safety for activities with open flames, heating, or generators.
- Accessible design for parking and accessible routes.
- Adequate restroom and sanitation facilities.

Apply On-Line at [MyBuildingPermit.com](https://www.kingcounty.gov/permits)

Select: King County (Jurisdiction) | Fire (Application Type) | Any Project Type (Project Type) | Special (Activity Type) | Special Event (Scope)



Important note: Some events also require a building permit if the event includes construction or erection of a structure, like a stage that is greater than 120 square feet or is intended to be used for the gathering together of 10 or more persons.

To ensure a safe environment, a special event permit is required for events that include but are not limited to the following guidelines in accordance with the **2021 Edition of the International Fire Code (IFC)** and the **2021 Edition of the International Building Code (IBC)**.

- Temporary tents or membrane structures 400 square feet or more in size or an aggregate area of multiple tents of 700 square feet.
- Events expecting 50 or more people.
- Temporary heating of enclosed spaces.
- Temporary cooking facilities and food trucks.
- Amusement rides and inflatable structures/rides.
- Temporary stages, bleachers, or other structures.

Temporary electrical and power sources. Applications may be reviewed by the following agencies:

- King County Department of Local Services - Building Section
- King County Department of Local Services - Roads Services

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- King County Sheriff's Department
- Public Health – Seattle & King County
- Washington State Department of Labor & Industries

Researching these respective agencies is the applicant's responsibility to understand their requirements and to apply for all necessary permits.

Application Deadline:

Submit a complete application 30 calendar days before the event start date. Late submissions may delay or restrict your event.

Application Submittal Requirements:

- Completed Special Event Permit Application form via Mybuildingpermit.com (see permit type selection in box at top of this page) and fee payment of permit fee.
- Site plan set to be drawn to a minimum of 1/4" = 1' (1/8" = 1' may be accepted for larger sites on a case-by-case basis).
- The minimum sheet size is 11" x 17", a link to an example is provided below. Sheet size must not reduce the required minimum drawing scale.
- Site plan must accurately represent what is proposed within the event site.
- Site plan to include the following:
 - Location and size of tents and canopies, and inflatable structures. Include size, type, and how they are to be anchored to the ground.
 - Include distances from property lines, buildings and other structures, heating units, generators, and other membrane structures.
 - Location of emergency access routes and location(s) of first aid station(s).
- Detailed seating and floor plan inside tents/membrane structures showing:
 - Exit locations and emergency exit dispersal area.
 - Location and distances between tables, chairs, and exits.
 - Expected occupant load of tent/membrane structure.
- Location and type of heating and electrical equipment.
- Flame retardant certificate required for **ALL** tents and canopies.
- Contact list of vendors to include: Event Coordinator, Tent/Canopy, Electrical, Food, Inflatable ride/Amusement ride vendors.

Building Code Submittal Requirements to Consider:

Temporary structures and uses are required by the building code structural strength, fire safety, means of egress, accessibility, light, ventilation, and sanitation to ensure public health, safety, and general welfare.

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We will review the Fire Special Event Permit for:

- **Accessibility:** per Chapter 11 of the IBC concerning accessibility into and throughout the special event site.
- **Toilets and Hand Washing:** per Chapter 29 of the IBC to determine the minimum number of toilets and hand washing stations needed for the special event.
- **Temporary Structures:** per Chapter 31 of the IBC for minimum design requirements.

In addition to the Fire Special Event permit, some events may also require a building permit. A building permit is required if the event includes construction or erection of a structure, like a stage, that is greater than 120 square feet or is intended to be used to gather 10 or more people.

Temporary structures are allowed for up to 180 days. Any longer and it is considered permanent by the building code.

Where a building permit is required, please review the following:

- Structural plans for stages, bleachers, and other temporary structures required among permit application documents.
- Construction documents shall include structural stability analysis. Depending on structure type and scope, plans may need to be prepared by a Washington state licensed engineer.

If you have questions, please email permitquestions@kingcounty.gov.

Additional Information and Resources:

King County:

[Department of Local Services, Permitting Division](#)

[Site Plan Template](#)

[Permit Fees](#)

[On-line Permit Status, Invoice Payment and Inspection Scheduling](#)

Seattle – King County Public Health:

[Food worker cards](#)

[Mobile food service business permit](#)

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[Temporary food service business permit](#)

State of Washington Labor & Industries:

[Electrical Permits, Fees, & Inspections](#)

International Code Council, Code References:

[2021 International Building Code \(IBC\)](#)

[2021 International Fire Code \(IFC\)](#)

The following are common Fire and Building code requirements which may be of concern for an event. *The list below is not inclusive of all items which may be addressed during the plan review or site visit but is intended to provide applicants and vendors with some basic information.*

Bracing

Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing.

Flame Resistance

Tents, canopies, membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame-retardant material in an approved manner. Membrane structures, tents and canopies shall have a permanent affixed label bearing the identification of size and fabric or material type.

Smoking

Smoking shall not be permitted in tents, canopies, or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.

Exits

Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of less than 8 feet. Exits shall be clearly marked with approved exit signs when the exit serves an occupant load of 50 or greater. The surface of means of egress shall be maintained in an approved manner.

Open Flames

Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy, or membrane structures while open to the public unless approved by the fire code official.

Cooking / Warming Devices

Tents where cooking is performed shall be separated from other non-cooking tents, canopies, or membrane structures by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. If a cooking device emits sparks or grease laden vapors (example: deep-fat frying), it must be separated from the tent/canopy by at least 20 feet.

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Warming of foods that use solid flammables, butane or other similar devices which do not pose an ignition hazard are typically approved.

Fire Protection

A portable fire extinguisher having a minimum 2A:10BC rating shall be provided at an interval of not less than 75 feet of travel distance. Each tent or canopy where cooking takes place shall also be equipped with a portable fire extinguisher of the sodium bicarbonate, potassium bicarbonate, or class "K" type.

Combustible Materials

All combustible materials shall be kept away from exit travel and heat sources.

Electrical Cords

Extension cords shall service one appliance and shall be three-wire type with a ground. All cords shall be protected from physical damage and foot traffic. One UL listed multi-plug adapter is allowed per extension cord, but this device may not power other extension cords or multi-plug adapters. Spliced wires and open junction boxes are not permitted. Extension cords must be appropriately sized for the electrical load they supply.

LP-gas

LP-gas containers shall be located outside. Cylinders must be secured to prevent from falling. Safety release valves shall be pointed away from the tent, canopy, or membrane structure. Portable containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.

Food trucks and trailers

Additional licenses and permits may be required, including, but not limited to;

Washington State Department of Labor and Industries

[Food Trucks & Trailers](#)

Seattle – King County Public Health Department

[Mobile food service business permit](#)

[Food worker cards](#)

Cooking

When grease laden vapors are generated within a food truck a type I hood is required. The hood fire suppression system must be serviced at intervals not exceeding 6 months and the hood cleaned as needed.

Fire Extinguishers

Where cooking equipment utilizes solid fuels or vegetable or animal oils and fats a "K" class fire extinguisher shall be located within 30' of the cooking appliance. All food trucks shall be equipped with a 2A10BC fire extinguisher.

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Food Truck Separations

Food trucks and all their accompaniments shall be separated from other food trucks by not less than 20 feet. Food trucks shall also be separated from other structures by no less than 20 feet.

Propane Cylinders

All propane cylinders must be requalified within 12 years of manufacture or replaced.

Is your propane cylinder **SAFE?**

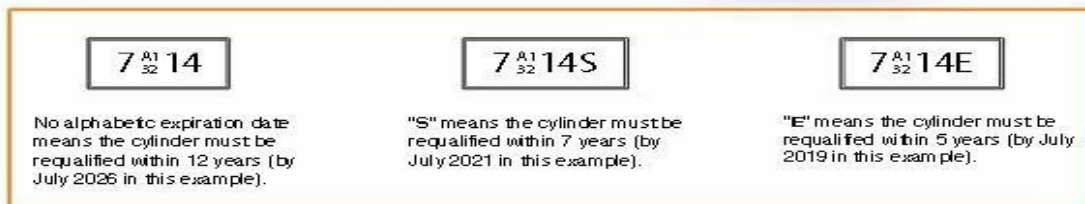
Propane cylinders must be periodically requalified to be safe for use*. Do not use cylinders that have not been requalified because you risk property damage, severe injuries, or death.

To see if your cylinder is okay to use, look for these markings:

- A Manufacturing Date:**
Cylinders must be requalified within 12 years of manufacture (in this illustration by May 2017).
- B Requalification Date:**
If the cylinder is older than 12 years, look for a "requalification date".



Other possible requalification markings:



*A list of US DOT approved requalifiers and their ID number (RIN) is available on the PHMSA website:
<https://portal.phmsa.dot.gov/inlocator>

For more information, contact the Hazmat Info Center:
1-800-467-4922

End of handout