



Roanoke Fire-EMS  
 Fire Marshal Office  
 713 Third Street Sw  
 Roanoke, VA 24016  
 540-853-2795

[www.roanokeva.gov/firemarshal](http://www.roanokeva.gov/firemarshal)  
 fire.marshall@roanokeva.gov

**Permit Application # 2009.5 Exhibits and Trade Shows**

To be completed by the Permit Applicant

Business Information				
Date(s) for event:				
Business Name:				
Address:	Street	City	State	Zip
Contact Name:				
Phone:	( )	Alternate Phone/cell	( )	
E-mail Address:				
<b>Name of Venue:</b>				
Address:	Street			
Contact Name:				
Phone:	( )	Alternate Phone/cell	( )	
E-mail Address:				
<b>City of Roanoke Business License #:</b>				
Comments:				
<p>I hereby certify that I have read and examined this application and that all of the information contained therein is true and correct. Furthermore, I certify that the proposed operations will fully comply with the requirements contained in The Virginia Statewide Fire Prevention Code and any other related laws and /or Codes. I agree to indemnify, save harmless, and defend the City of Roanoke, its agents and employees, from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of these operations.</p>				
<b>Signature:</b>		Date:		
<b>Please include a check payable to the City of Roanoke.</b>				
Approved By:			Date:	
Denied: _____	Reason for Denial:			
Comments:				
Permit Number:		Permit Fee:		Check Number:
Payment	Date Received:	Receipt Number		

2009.5 Exhibits and Trade Shows

CODE SECTION: (2009 Virginia Statewide Fire Prevention Code): 107.2

SCOPE: An operational permit is required to operate exhibits and trade shows in public assembly occupancies or occupancies that are outside of their normal use group.



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FEE: \$25.00 (Check payable to the City of Roanoke)

APPLICATION PERIOD: Application must be received 30 days prior to event

PERMIT DURATION: During the times of the event only (operational)

REQUIREMENTS: Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code and any special stipulations noted on permit, as well as the following:

1. A certificate of occupancy (or a temporary certificate of occupancy) with the occupant load as determined by the Building Officials and the Fire Officials shall be posted near the front entrance and available for inspection by the Building and Fire Officials.
2. No overcrowding shall be allowed. (Defined as exceeding the approved occupant load or crowding that blocks the means of egress.)
3. A tracking system (hand counters or other method) that correctly reflects the number of people on the premises is to be maintained at all times.
4. Entrance doors in all buildings open to the general public shall not be secured from the egress side during periods that the building is open to the general public.
5. No storage of any kind (temporary or otherwise) is allowed to block exits, exit aisles or exit discharges. All aisles leading to the exits and from the exits to the public way are to remain unobstructed at all times. Parking shall not obstruct exit discharges.
6. All exits signs shall be visible and all illuminated exit signs shall be illuminated at all times the building is occupied. All egress lighting shall work as designed.
7. All decorative material and vegetation shall be either noncombustible or flame-resistant in accordance with both large and small-scale flame test of NFPA 701. The interior finish of all structures shall be maintained as approved.
8. No open flame (such as candles) shall be used without first obtaining approval and/or permit from the Fire Marshal's office.
9. All exhibits or trade shows are required to supply the Fire Code Official a set of floor plans to be approved and signed at least 15 days prior to event.
  - a) All floor plans shall be drawn to scale and include the following information:
    - Name and date of event and expected capacity
    - Number of spaces being used
    - Dimensions and size of exhibits
    - Exits



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- Aisles and aisles widths
- Registration Areas
- Service Areas
- Entrances units (headers, kiosks, turnstiles, etc. and dimensions)
- Vehicles (interior vehicle display permit maybe required)
- Covered exhibits (canopies, tents, enclosed or partially enclosed structures)
- Cooking devices and demonstrations (permit maybe required when cooking devices are not protected with an approved hood suppression system).
- Stages and Seating Areas
  - a) Any special or unusual arrangement shall be approved by the Fire Code Official prior to event.
- All floor plan approvals are subject to final on site inspection by the Fire Marshal's office.

10. All fire protection equipment (including exit doors, stairwells, fire department cabinets and connections, pull stations, strobe lights, sprinkler system and fire extinguishers) shall not be hidden or obstructed at any time.

11. The use of compressed flammable gases (acetylene, hydrogen, propane and butane) inside facility is prohibited (unless approved by the Fire Code Official) while occupied by the general public.

12. The use of cutting and welding equipment as part of an exhibit shall require approval and a permit from the Fire Marshal's office.

13. All combustible waste shall be stored in non-combustible containers and removed from the premises at least once a day.

14. The use of any hazardous materials in exhibits requires the approval of the Fire Code Official and a request accompanied by the Material Safety Data Sheets (MSDS) shall be submitted to the Fire Marshal's office at least 21 days prior to event.

15. All cooking (as part of the event or supporting the event) shall be governed by the Virginia Statewide Fire Prevention Code and subject to a pre-event inspection by the Fire Code Official.

16. A copy of certificate of insurance, with a face value of a minimum of one million dollars showing the City of Roanoke of the additional insurance and the Fire Marshal as the certificate holder, when event is being held in a facility outside of its normal use group (non-typical use group of a facility).

OTHER REQUIRED PERMITS: (The list of permits below maybe required as well as other not listed)

- Place of Assembly
- Tent
- Exhibits and Trade Show