



Roanoke Fire-EMS

Fire Marshal's Office
 713 Third Street SW
 Roanoke, VA 24016
 (540) 853-2795

www.roanokeva.gov/firemarshal

Fire Prevention Code Permit Application

2015 FASE: Place of Assembly or Education

Applicant Information				
Business Name:				
Physical Address:	Street	City	State	Zip
Mailing Address:	Street	City	State	Zip
Contact Name:				
E-mail Address:				
Primary Phone:		Alternate Phone:		
Location of Permitted Activity				
Business Name:				
Physical Address:	Street	City	State	Zip
Permit Billing Information				
Business Name: <small>(including d/b/a or t/a names)</small>				
Billing Address:	Street	City	State	Zip
Billing Contact:			Phone:	
E-mail Address:				
City of Roanoke Business License #:		Federal Tax ID:		

FIRE MARSHAL'S OFFICE USE ONLY	
Reviewed By:	Date:
Comments/Special Conditions:	
Permit Number:	Permit Fee:

Application Checklist

Review of this permit application requires all of the following to be included:

- Completed Fire Prevention Code Permit Application
- Certificate of Occupancy for structure or portion thereof used for assembly purposes
- Fire Safety and Evacuation Plan, that includes:
 - Emergency egress or escape routes
 - Procedures for employees who must remain to operate critical equipment before evacuating
 - Procedures for assisted rescue for persons unable to use the general means of egress unassisted
 - Procedures for accounting for employees and occupants after evacuation has been completed
 - Identification and assignment of personnel responsible for rescue or emergency medical aid
 - The preferred and any alternative means of notifying occupants of a fire or emergency
 - The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization
 - Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan
 - A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided
 - A list of major fire hazards associated with the normal use and occupancy of the premises
- Floor plans for each seating arrangement that identifies:
 - Seating locations and number of occupants
 - Exits
 - Primary evacuation routes
 - Secondary evacuation routes
 - Accessible evacuation routes
 - Manual fire alarm boxes
 - Portable fire extinguishers.
 - Fire alarm controls.

Permit General Conditions and Acknowledgements

The Applicant is required to review the following provisions of the Statewide Fire Prevention Code and its referenced standards. After reviewing each provision, the Applicant must initial each item to acknowledge their review and agreement to comply with the requirement. If the requirement is not applicable to the application, the Applicant is to write N/A in place of their initials.

_____ Applicant will maintain a total number of occupants less than the maximum occupant load associated with the active seating arrangement or the certificate of occupancy, whichever is lower.

_____ Applicant will maintain and use a system to manage the occupancy load of the building. This system shall be implemented outside the main entrance and consist of a mechanism to count persons as they enter or exit without obstructing egress. (City of Roanoke Fire Prevention Code §1001.3.1)

_____ Applicant shall check egress facilities before any facility used as a place of assembly is occupied to ensure that no element of the required means of egress cannot be accessed, is obstructed, locked, fastened or otherwise unsuited for immediate utilization. (City of Roanoke Fire Prevention Code §1001.3.2)

_____ Open flame may not be used without approval from the Fire Marshal's Office.

_____ Fireworks or pyrotechnics may not be used without approval from the Fire Marshal's Office.

_____ The Roanoke Fire Marshal's Office may conduct inspections during normal business hours, during special event set-up, or at any time during events or when the place of assembly is operating.

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Permit Certification

By my signature below, 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.

I acknowledge that if a permit is issued based on this application, it shall only be valid with in the building, facility, and/or location listed on this application for the specific date(s) and time(s) for which it is issued.

I acknowledge that approval of this application does not constitute permit issuance. Permit issuance does not occur until the completion of an on-site inspection by the Roanoke Fire Marshal's Office.

I acknowledge and understand that any violations of the Virginia Statewide Fire Prevention Code and/or the requirements of this permit may result in immediate permit suspension or revocation.

I agree to indemnify, save harmless, and defend the City of Roanoke, Virginia and its agents and employees from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of the activities associated with this permit.

Name:			
Signature:		Date:	

Fire Prevention Code Permit Application Instructions and Conditions 2015 FASE: Place of Assembly or Education

Permit Name:	2015 FASE: Place of Assembly or Education
Statewide Fire Prevention Code Section:	107.2
Scope:	An operational permit is required for the operation of a place or assembly or a portion of an educational occupancy used for public assembly.
Fee:	\$50.00
Duration:	Annual
Application Requirements:	<p>There are specific and specialized requirements described within this application. Please review the application for all requirements.</p> <p>After issuance of your initial permit(s), your permit(s) will be valid for one (1) year. Approximately 30 days prior to the expiration of your permit, a renewal notice will be mailed to you with instructions for the annual permit renewal.</p>
Operational Requirements:	Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code and any special stipulations noted on permit. Please review the application for all operational requirements.
Submittal Instructions:	Submittal must include a completed application and all attachments listed on page 2 of this application. This application will not be reviewed without all required attachments.