



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 FEXH: Exhibits and Trade Shows

Applicant Information				
Business Name:				
Physical Address:	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Mailing Address:	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Contact Name:				
E-mail Address:				
Primary Phone:		Alternate Phone:		
Location of Permitted Activity				
Business Name:				
Physical Address:	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Permit Billing Information				
Business Name: <small>(including d/b/a or t/a names)</small>				
Billing Address:	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
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
- Site Plan/Floor Plan Showing:
 1. Number of Spaces Being Used
 2. Dimensions and Size of Exhibits
 3. Aisle and Aisle Widths
 4. Registration Areas
 5. Service Areas
 6. Entrance Units (header, kiosks, turn stiles, etc., and dimensions)
 7. Location of Vehicles
 8. Covered exhibits (canopies, tents and enclosed or partially enclosed structures)
 9. Location of Cooking devices and demonstrations (permit may be required when cooking devices are not protected by an approved hood suppression system)
 10. Stages and Seating Areas
 11. Location of ALL Exits and Openings
 12. Location of ALL Fire Extinguishers
- Certificate of Occupancy or Temporary Certificate of Occupancy with the occupant load as determined by the Building Officials and the Fire Officials.
- Copy of Certificate of Insurance (if required)
- Safety Plan

Circumstances of Application/Description of Work

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.

- 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.
- No overcrowding shall be allowed. (Defined as exceeding the approved occupant load or crowding that blocks the means of egress.)
- 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.
- 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.
- 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.
- 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.
- 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.
- No open flame (such as candles) shall be used without first obtaining approval and/or permit from the Fire Marshal's office.
- 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.
- 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.
- 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. May require additional permits.

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- The use of cutting and welding equipment as part of an exhibit shall require approval and a permit from the Fire Marshal's office.
- All combustible waste shall be stored in non-combustible containers and removed from the premises at least once a day.
- 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 (SDS) shall be submitted to the Fire Marshal's Office at least 30 days prior to event.
- 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. This includes mobile cooking.
- 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).

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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 FEXH: Exhibits and Trade Shows

Permit Name:	2015 FEXH: Exhibits and Trade Shows
Statewide Fire Prevention Code Section:	107.2
Scope:	An operational permit is required to operate exhibits and trade shows.
Fee:	\$50.00
Duration:	Per Event
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 the duration of the event.</p>
Operational Requirements:	<p>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.</p> <p>Other Required Permits: (The list of permits below maybe required as well as others not listed)</p> <ul style="list-style-type: none"> • Place of Assembly • Temporary Membrane Structures, Tents and Canopies • Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings • Pyrotechnics Permit
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.