



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

2018 FFEA: Flame Effects Before an Audience

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
- Site Plan/Floor Plan showing:
 1. Location of flame effect devices, their controls and control sequence
 2. The area affected by the flame effect device
 3. The location of the audience
 4. The fuels used and their estimated consumption
 5. Air for combustion and ventilation for indoor effects
 6. Flammable materials piping
 7. Secure Storage and holding areas
 8. Supplemental fire protection features
 9. Means of egress
 10. Location of ALL Fire Extinguishers
- 1. The name of the person, group, or organization responsible for the production
 2. The dates and times of the production
 3. The location of the production
 4. The flame effect classification
- Quantities of Materials
- A current material safety data sheet (MSDS) for the materials (fuels) consumed in the flame effect
- Documentation that the combustible materials used for construction of the flame effects have been rendered flame retardant
- The name of the effect operator
- Safety Plan/ Emergency Response Procedures
- A Complete Detailed Description of Type of Open Flame and Fuel Types Below

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.

- All flammable flame effect materials and loaded devices that have been removed from storage areas in anticipation of use shall be stored in a holding area acceptable to the authority having jurisdiction.
- The maximum quantity of flammable flame effect materials and loaded devices stored in a holding area shall be that quantity used in one day.
 - Quantities of flammable flame effect materials and devices in excess of those used in one day shall be permitted to be stored in holding areas with the approval of the authority having jurisdiction.
 - Flammable flame effect materials and loaded devices in holding areas shall be secured or supervised continuously by an attendant trained in emergency response procedures.
- Flame Effect Demonstration: A walk-through and a representative demonstration of the flame effects shall be provided to the authority having jurisdiction before flame effects are approved.
 - The demonstration shall be scheduled with sufficient time to allow resetting of the flame effects prior to the arrival of the audience.

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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 2018 FFEA: Flame Effects Before an Audience

Permit Name:	2018 FFEA: Flame Effects Before an Audience
Statewide Fire Prevention Code Section:	308.3.2
Scope:	An operational permit is required for use of open flame before an audience
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 length 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 may be required as well as other not listed)</p> <ul style="list-style-type: none">• Place of Assembly• Temporary Membrane, Structures, Tents & Canopies• Pyrotechnics• LP Gas• Compressed Gas
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.