

Salem Fire Department



Fire & Life Safety Division

370 Trade Street SE
Salem, Oregon 97301

Telephone: (503) 588-6245
Fax: (503) 588-6371

PERMIT APPLICATION FOR EXHIBIT/TRADE SHOW

Date: _____ Event Type: _____

Name of Event Organization: _____

Date/s of Event: From: _____ To: _____ Hours: _____

Date of Event Set up: _____ Time: _____

Event Producer/Coordinator/Sponsor: _____

Phone #: _____ Email: _____

Venue Contact/Representative Name: _____

Phone #: _____ Email: _____

Approximate Number of Attendees: _____

Submit this application with the following items to the address with the \$87.50 permit fee 7 days prior to event date

Documentation Checklist

Written Fire Evacuation/Safety Plan, Two (2) copies (Refer to page 2 for requirements)

Site Layout Diagram, Two (2) copies

Form of Payment: Make Check or Money Order Payable to : "City of Salem"

All conditions, surrounding, and arrangements shall be in accordance with the 2010 Oregon Fire Code
I, _____ hereby accept full responsibility for the adherence to all requirements of the Oregon
Fire Code pertaining to the above application.

Contact Fire Department a minimum 24 hours prior to event to set up inspection appointment

Inspection Location Name: _____

Inspection Location Address: _____

Name of Person making application : _____
Print Name Signature

Telephone #: _____ Emergency Telephone #: _____

Fire Department Use Only

Received by : _____ Date: _____

Review by: _____ Date: _____

Inspection by : _____ Date: _____

No additional fees required for corrections or revisions

Fire Evacuation Plan

Fire evacuation plan shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
3. Procedures for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid if provided
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. A description of the emergency voice/alarm communication system alert tone and pre programmed voice messages, where provided.

Fire Safety Plan

Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating or evacuating occupants, including occupants who need assistance.
3. Site plans indicating the following:
 - 3.1. The occupancy assembly point.
 - 3.2. The locations of fire hydrants and fire appliances.
 - 3.3. The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
 - 4.1. Exits.
 - 4.2. Accessible egress routes.
 - 4.3. Areas of refuge.
 - 4.4. Exterior areas for assisted rescue.
 - 4.5. Manual fire alarm boxes.
 - 4.6. Portable fire extinguishers.
 - 4.7. Fire alarm annunciators and controls.