



Butler Township Operational Permit Application

Name of Applicant _____

Applicant Address _____

Phone Number _____ E-mail _____

Name of Event _____

Location of Event _____

Date(s) of Event _____

Hours of Operation _____ until _____

The 2009 International Fire Code §105-6.13 requires an Operational Permit and compliance with Code Regulations, including but not limited to the following:

Means of Egress / Fire Extinguishers / Solicitation Permit / Zoning, if applicable / Hours of Operation

A layout of the event and permission from the property owner is required.

Applicant Signature

Date

NOTE: An inspection will be conducted by the Fire Marshal after the "set-up" is complete for the event. Any life safety issues or Code violations may result in the revocation of the Operational Permit at the discretion of the Fire Marshal.



Public Safety Plan

Special Events Flow Chart

Procedure for Operational Permits:

- Written Description of Event
- Permission from **Property Owner** & Business Owner (If different Entity)
- Contact Information for Person Responsible for Event
- Dates of Event and Times of Event Operation
- Tent Information and Size
 - Location of tent or inflatable membrane structure
 - Certification of tent or inflatable membrane structure
 - Name and address of owner
 - Date fabric last treated with flame retardant solution
 - Name of testing agency and test standard used
 - "NO SMOKING" and "EXIT" signs
 - Fire Extinguisher – minimum ZA-10BC
 - No open or exposed Flame
 - Electrical equipment comply with NFPA 70
 - Tents must be removed from site within 48 hours after event
- Vendor List
- Alcohol Policy and Temporary PA Liquor Sales Permit
- Security Plan
- Medical Plan
- Parking Plan
- Liability Insurance
- Worker's Compensation Policy
- Business License
- Anticipated Crowd Size
 - Crowd Manager: One (1) for every 250 attendees
- Site Plan
 - One (1) Egress and Exit
 - One (1) Location of tents, tables, stages, vehicles, etc.
- Fireworks: **Permit Required**
- Open Flame: **Permit Required**
- Temporary Stages/Platforms
 - Approved construction documents or manufacturer installation manual

