

PORTLAND FIRE & RESCUE

September 29, 2017



FIR 3.12 - TEMPORARY PUBLIC ASSEMBLY PERMITS FOR NON-ASSEMBLY TYPE OCCUPANCIES

I. SCOPE

- A. This policy is established June 5, 2007.
- B. This policy applies to all structures where Portland Fire & Rescue (PF&R) has authority.
- C. All plans shall be approved by the Fire Marshal's Office.
- D. A Temporary Public Assembly Permit is required for any event in a non-assembly space with 50 or more people.
- E. It is the purpose of this policy to provide clarity and uniformity in issuing temporary public assembly permits for events attracting 50 or more people for civic, social, recreational or religious functions; and in buildings or in areas not approved as an assembly occupancy that are confined by walls, tents or similar structures.
- F. Beginning January 01, 2018, temporary public assembly permits for non-assembly type occupancies will not be permitted in a facility that is not protected with an approved automatic fire sprinkler system when the occupant load is 100 or more and the intended use is for events that are dance parties or are very similar to a nightclub environment.
- G. This policy is intended for events that are temporary and limited.

II. SPECIFIC

- A. References
 - 1. Portland City Code (PCC) Title 31 Fire Regulations Chapter 31.40
 - 2. PCC Title 31 Chapter 31.40.020 Activities Requiring Temporary Permits
 - 3. 2016 Portland Fire Code (PFC) Section 105.6.34 Permits
- B. Definitions
 - 1. Event: A social activity that occurs for a specified duration on specific dates.
 - 2. Tent/Membrane Structure: A structure, enclosure or shelter constructed of fabric or pliable material not supported by air or the contents that it protects. Refer to PFC Section 3103 – Temporary Tents and Membrane Structures.
 - 3. Fire Watch/Standby: Periodic patrols of the event to ensure a reasonable level of fire and life safety is maintained.

III. GUIDANCE

- A. Temporary Public Assembly Permits will only be allowed in buildings under the following conditions:
1. The current use/occupancy complies with the permitted use approved by the Bureau of Development Services (BDS).
 2. All construction related modifications in the proposed space were completed under benefit of permits and the building complies with BDS.
 3. There are no open BDS permits.
Exception: A Temporary Certificate of Occupancy issued by the Building Official from BDS or the Building Code Official allowing the proposed temporary use for the facility.
 4. There are no open fire code violations.
- B. Frequency of Events:
1. The Fire Marshal's Office shall not issue more than 12 temporary assembly permits per year to a non-assembly occupancy. An additional 12 permits may be issued for a non-assembly occupancy if those events are held by non-profit organizations. Non-profit organizations must provide proof of exempt status via a 501(c)(3) ID number.
 2. The maximum number of events per calendar month per building is limited to two.
 3. Event duration shall be limited to a maximum of four consecutive calendar days.
 4. The permit will specify the date(s) of the event.
- C. Buildings may require a site inspection by a PF&R Assembly Fire Inspector prior to submitting a permit for plan review.
- D. Plan Submittal Requirements:
1. Two copies of floor plans drawn to scale shall be submitted 21 days prior to the event. The physical layout of the event must be the same as shown in the plans that are approved with the permit application. Plans submitted less than 21 days prior to an event may not be accepted. If accepted, the applicant will be charged double for the application fee to have the permit processed. **NOTE: Plans submitted less than 7 days before an event will not be accepted unless approved by the Fire Marshal or their designee.** Regardless of when the application is submitted, PF&R will not issue a permit unless all fire and life safety violations identified by the Inspector have been abated.
 2. Information required on plans:
 - a. Square footage of the building and space being used as well as the square footage of separate room spaces being used.
 - b. Floor layout showing booths, stages, tables, furniture locations, and any fixtures planned for the space.
 - c. Location and description of all decorations.
 - d. Location and size of all exits with a minimum of two exits identified with approved illuminated exit signs and secondary power supply. Plans shall indicate direction of door swing.
 - e. Egress lighting: location, type and any secondary power supply sources.
 - f. Overhead door locations and dimensions.

- g. Location and description of stairs and ramps related to exits.
 - h. Aisle locations and dimensions.
 - i. Fire protection equipment type and locations.
 - j. Fire alarm type and location.
 - k. Current fire sprinkler and fire alarm testing and maintenance reports shall be submitted with the permit.
 - l. An “emergency announcement plan” notifying the occupants of the location of the exits to be used in the event of a fire or other emergency. The announcement shall be made not more than 10 minutes prior to the start of each program and shall be repeated every 90 minutes.
 - m. Use of propane is not allowed in buildings. Use of propane outside of buildings requires a separate permit. The plan submitted with the application shall show the locations of the propane tanks and types of equipment.
3. The occupant load shall be determined using the following factors:
- a. Buildings NOT protected with a complete fire sprinkler system:
 - i. 15 SF (net) per occupant for standing spaces (concentrated).
 - ii. 25 SF (net) per occupant for tables and chairs.
 - iii. Regardless of the size of the building or space, the occupant load shall not exceed 300 occupants.
 - b. Buildings protected with a complete fire sprinkler system and monitoring with an approved supervising station:
 - i. 10 SF (net) per occupant for standing spaces (concentrated).
 - ii. 20 SF (net) per occupant for tables and chairs.
 - iii. Regardless of the size of the building or space, the occupant load shall not exceed 1000 occupants.
Exception: The occupant load may be approved for an increase to a maximum of 1,500 occupants when the building is protected with a complete fire sprinkler system and has an approved fire alarm system (monitoring and fire alarm notification devices).
4. Applications shall be subject to on-site inspection by a PF&R Assembly Fire Inspector prior to permit approval.
5. All permitted events are subject to inspection during the actual event to verify compliance with the requirements specified on the approved permit.
- F. Fire Watch and Standby:
- 1. At the discretion of the Fire Marshal or their designee, a fire watch or standby may also be required under the following conditions:
 - a. Required as a result of the conditions found upon permit application.
 - b. Required during a permitted event due to failure to comply with conditions of the permit.
 - c. When deemed necessary by the Fire Marshal’s Office.
 - 2. The fire watch or standby may be performed by the applicant or their personnel only with approval by the Fire Marshal’s Office (See policy FIR 1.04 - Fire Watch).
 - 3. All expenses associated with conducting a fire watch or standby are the responsibility of the applicant. Fees utilizing PF&R’s personnel can be found in policy FIR 12.01 - Fire Regulations Fee Schedule.

- G. Failure to comply with the provisions of an approved permit or any requirements of this policy may result in the revocation of the current permit, the issuing of citations and/or fines, and/or denial of any further requests for permits by said applicant.



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