



Special Event Permit Information

Overview

The Special Event permit covers a number of life safety requirements for public and private events including but not limited to:

- Structural and fire safety of temporary tents or membranes, stages, bleachers and other structures.
- Structure occupancy loads, emergency exits and emergency vehicle access.
- Fire protection and safety for activities that involve open flames, heating, or generators.

In order to ensure a safe environment a special event permit is required for events that include but are not limited to the following:

- Temporary tents or membrane structures in excess of 400-square-feet in size or an aggregate area of multiple tents of 700-square-feet
- Temporary heating of enclosed space(s)
- Temporary cooking facilities and food trucks
- Amusement rides and inflatable structures/rides
- Temporary stages, bleachers, or other structures
- Temporary electrical and power sources

Application Deadline

A complete application must be submitted 30 days prior to the event start date. If submitted less than 30 days prior, your event activities may be delayed, limited or canceled.

Application Submittal Requirements

- Completed Special Event Permit Application form and payment of permit fee.
- Site Plan to include the following:
 - Location and size of tents and canopies, and inflatable structures. Include size, type and how they are to be anchored to the ground.
 - Include distances from property lines, buildings and other structures, heating units, generators, and other membrane structures.
 - Location of emergency access routes and locations of first aid stations.

Special Event Permit Information, continued

- Detailed seating and floor plan inside tents/membrane structures to include the following:
 - Exit locations and emergency exit dispersal area.
 - Location and distances between tables and chairs and exits.
 - Indicate expected occupant load of tent/membrane structure.
- Flame retardant certificate for ALL tents and canopies.
- Structural plans for stages, bleachers and other temporary structures.
- Contact list of vendors to include: Event Coordinator and Stage, Tent/Canopy, Electrical, Food, Inflatable ride/Amusement ride vendors.

Obtaining a Special Event Permit

Online:

Go to MyBuildingPermit.com. The permit type selections are:

Jurisdiction: King County

Application Type: Fire

Project Type: Any Project Type

Activity Type: Special

Scope of Work: Special Event

Apply On-Line at MyBuildingPermit.com

Select: King County | Fire | Any Project Type | Special | Special Event



Walk-in or Mail-in:

Applications may be mailed in with payment by check, or may be submitted in person with check, cash or credit card (VISA or MasterCard) at the Department of Local Services, Permitting Division office during [customer service hours](#). No appointment is necessary.

Contact the King County Fire Marshal at (206) 296-6600 or email DPERwebinquiries@kingcounty.gov for additional information.

Additional Information and Resources

King County [Department of Local Services, Permitting Division](#) (Permitting)

[Permit Fees](#)

[Special Event Permit Application](#)

Inspection Scheduling, IVR line, 1-888-546-7728 ([IVR Inspection Codes](#)), or [Online](#)

Seattle – King County Public Health

[Food handler permits](#)

[Mobile Food Service Business Permit](#)

[Temporary food service business permit](#)

Special Event Permit Information, continued

State of Washington Labor & Industries

[Permits and Inspections](#)

[Electrical permits](#)

[Food Trucks and Trailers](#)

Detailed Special Events Permit Requirements

Tent /Canopies Permit Information

A Special Event Permit is required for tents and membrane structures having an area in excess of **400** square feet, and canopies in excess of **700** square feet. A permit is required when the aggregate area of individual canopies exceeds 700 square feet when placed side-by-side without separation. Placing 700 square-foot canopy arrangements at least 12 feet apart is allowed without a permit.

When a permit is required, an on-site inspection is required before the event can begin. As a general rule, if cooking or heat sources are planned, you must file for a permit.

Access shall be maintained for all tents, canopies, and membrane structures. Tents, canopies or membrane structures are best located at least 20 feet from lot lines, buildings, other tents, canopies or membrane structures.

Exceptions:

1. Separation distance between membrane structures and tents not used for cooking is not required where the aggregate floor area does not exceed 15,000 square feet (1394 m²).
2. Membrane structures or tents need not be separated from buildings when all of the following conditions are met:
 - 2.1. The aggregate floor area of the membrane structure or tent shall not exceed 10,000 square feet (929 m²).
 - 2.2. The aggregate floor area of the building and membrane structure or tent shall not exceed the allowable floor area including increases as indicated in the International Building Code.
 - 2.3. Required means of egress are provided for both the building and the membrane structure or tent including travel distances.
 - 2.4. Fire apparatus access roads are provided in accordance with Section 503.

Generators

A [Department of Labor and Industries \(L&I\) electrical permit](#) may be required for the use of a generator. Provide a minimum two (2) week notice to King County Fire Marshal to schedule and coordinate the required inspections with each department, respectively.

Places of Assembly

Beer Gardens, concerts or events which concentrate people into an area and the number of people exceed 50.

Special Event Permit Information, continued

The following are common Fire and Building code requirements which may be of concern for an event. The list below is not inclusive of all items which may be addressed during the plan review or site visit, but is intended to provide applicants and vendors with some basic information.

Bracing

Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

Flame Resistance

Tents, canopies, membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. Membrane structures, tents and canopies shall have a permanent affixed label bearing the identification of size and fabric or material type.

Smoking

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.

Exits

Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of less than 8 feet. Exits shall be clearly marked with approved exit signs when the exit serves an occupant load of 50 or greater. The surface of means of egress shall be maintained in an approved manner.

Open Flames

Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

Cooking / Warming Devices

Tents where cooking is performed shall be separated from other non-cooking tents, canopies or membrane structures by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. If a cooking device emits sparks or grease laden vapors (example: deep-fat frying), it must be separated from the tent/canopy by at least 20 feet. Warming of foods that use solid flammables, butane or other similar devices which do not pose an ignition hazard are typically approved.

Special Event Permit Information, continued

Fire Protection

A portable fire extinguisher having a minimum 2A:10BC rating shall be provided at an interval of not less than 75 feet of travel distance. Each tent or canopy where cooking takes place shall also be equipped with a portable fire extinguisher of the sodium bicarbonate, potassium bicarbonate, or class "K" type.

Combustible Materials

All combustible materials shall be kept away from exit travel and heat sources.

Electrical Cords

Extension cords shall service one appliance and shall be three-wire type with a ground. All cords shall be protected from physical damage and foot traffic. One UL listed multi-plug adapter is allowed per extension cord but this device may not power other extension cords or multi-plug adapters. All spliced wires and open junction boxes are not permitted. All extension cords must be appropriately sized for the electrical load they supply.

LP-gas

LP-gas containers shall be located outside. Cylinders must be secured to prevent from falling. Safety release valves shall be pointed away from the tent, canopy or membrane structure. Portable containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.

Food trucks and trailers

Additional licenses and permits may be required, including, but not limited to;

Washington State Department of Labor and Industries

[Food Trucks and Trailers](#)

Seattle – King County Public Health Department

[Food business permits, Mobile food establishments](#)

[Food worker card](#)

- **Cooking:**

When grease laden vapors are generated within a food truck a type I hood is required. The hood fire suppression system must be serviced at intervals not exceeding 6 months and the hood cleaned as needed.

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- **Fire Extinguishers:**

- Where cooking equipment utilizes solid fuels or vegetable or animal oils and fats a “K” class fire extinguisher shall be located within 30’ of the cooking appliance.
- All food trucks shall be equipped with a 2A10BC fire extinguisher

- **Food Truck Separations:**

Food trucks and all their accompaniments shall be separated from other food trucks by not less than 20 feet. Food trucks shall also be separated from other structures by no less than 20 feet.

- **Propane Cylinders:**

All propane cylinders must be requalified within 12 years of manufacture or replaced.

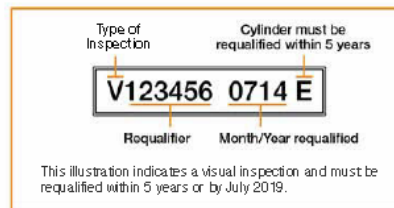
Is your propane cylinder

SAFE?

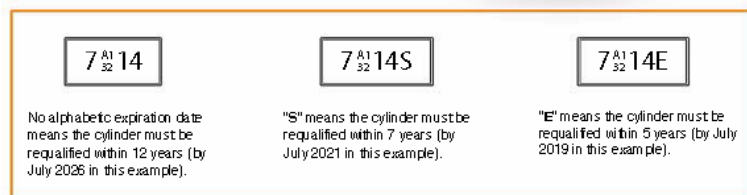
Propane cylinders must be periodically requalified to be safe for use*. Do not use cylinders that have not been requalified because you risk property damage, severe injuries, or death.

To see if your cylinder is okay to use, look for these markings:

- A Manufacturing Date:**
Cylinders must be requalified within 12 years of manufacture (in this illustration by May 2017).
- B Requalification Date:**
If the cylinder is older than 12 years, look for a "requalification date".



Other possible requalification markings:



*A list of US DOT approved requalifiers and their ID number (RIN) is available on the PHMSA website: <https://portal.phmsa.dot.gov/inlocator>

For more information, contact the Hazmat Info Center: 1-800-467-4922