



SPECIAL EVENT FIRE CODE PLAN REVIEW APPLICATION

NOTE: INCOMPLETE OR ILLEGIBLE APPLICATIONS CANNOT BE PROCESSED

Event Name:							
Event Address:		Suite #:					
Event Date(s):							
Event Organizer:							
Address:		Suite #:					
City:		St:		Zip:			
Contact Person:		Phone:					
Email:		Mobile:					
PUBLIC SAFETY PERSONNEL (IF REQUIRED)							
Weather Monitor:		Mobile:					
Crowd Manager:		Mobile:					
Crowd Manager:		Mobile:					
Crowd Manager:		Mobile:					
Crowd Manager:		Mobile:					
TENT/CANOPY PROVIDER							
Tent Provider:							
Address:		Suite #:					
City:		St:		Zip:			
Tent Contact:		Phone:					
Email:		Mobile:					
Tent:	Tent Use:	Tent Size:	Sq. Ft.	Occ. Load:	# of Exits:	LP-Gas:	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							



SPECIAL EVENT FIRE CODE PLAN SUBMITTAL REQUIREMENTS

NOTE: PLANS WILL NOT BE ACCEPTED FOR REVIEW UNTIL ALL APPROPRIATE INFORMATION IS SUBMITTED

A Certificate of Insurance for a minimum of \$1,000,000.00 with the City of Lafayette named as additionally insured.

Public Safety Plan if required.

Evacuation plan for each temporary tent/canopy or structure with an occupant load over 49.

Site plan including property lines, buildings, street or alley closures, parking areas, entrances to the event, fire apparatus access roads, fire hydrants, signage, location of fences (including type and height), tents, canopies, stages, platforms, cooking areas, temporary electrical equipment, generators, carnival or amusement rides, fireworks, pyrotechnics, flame effects, combustible refuse, location of emergency medical services and all other special features that may apply.

Diagram of each tent including seating plan, seating capacity, seating arrangement, aisles, exits, exit signs, emergency lights, and fire extinguishers.

The manufacturer's flame propagation performance testing and certification

The manufacturer's detailed information regarding tent/canopy design and proper setup.

The tent staking plan or ballasting plan in accordance with the *IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage* and the *IFAI Pullout Capacity of Tent Stakes*.

Location and size of LP-Gas containers and temporary cooking and heating appliances.

LAFAYETTE FIRE DEPARTMENT USE ONLY

Date Received:		Date Reviewed:		PERMIT#	
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FIRE MARSHAL COMMENTS

Accepted, subject to inspection	Accepted with changes indicated
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Disapproved	Make changes and resubmit
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Fire Department Comments: