



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:			
Dates of Event: From:	To:	Hours:	
Date of Event Set Up:	Time:		
Event Producer/Coordinator/Sponsor:			
Phone #:	Email:		
Venue Contact/Representative:			
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 2022 Oregon Fire Code pertaining to the above application. I, _____ hereby accept full responsibility for the adherence to all requirements of the Oregon Fire Code

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

Inspection Location Name:	
Inspection Location Address:	
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.
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 Secondary Evacuation Routes
 - 4.4 Accessible Egress Routes
 - 4.5 Areas of refuge.
 - 4.6 Exterior areas for assisted rescue.
 - 4.7 Manual fire alarm boxes.
 - 4.8 Portable fire extinguishers.
 - 4.9 Fire alarm annunciators and controls.
 - 4.10 Area Separation Walls