



INSTRUCTIONAL GUIDE SPECIAL EVENT PERMIT APPLICATION



Snohomish County Planning and Development Services
Fire Marshal
2nd Floor – Administration Building

3000 Rockefeller, M/S 604
Everett, WA 98201
Phone: (425) 388-3557

Application for a special event permit shall be submitted to the Office of the County Fire Marshal at least 30 days prior to the date of event. Any application received less than 30 days prior to the event will be returned without consideration. Incomplete applications received will also be returned. An application shall be considered incomplete if it does not include all of the following items:

- Snohomish County special event permit application
- Detailed site diagram (see below)
- Payment of the permit fees (see below)
- Special occasion liquor license (if applicable)

Certificate of Insurance (Questions? Contact Diane Baer, Risk Management, (425) 388-3760)

- Permittee shall provide evidence of Commercial General Liability Insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- The Certificate Holder should read: Snohomish County, Office of the Fire Marshal, 3000 Rockefeller Ave, M/S 604, Everett, WA 98201-4046
- The Additional Insured Endorsement CG 20 12 or CG 20 26 or an equivalent policy form, is required and must be attached to the Certificate of Insurance.
- Snohomish County must be named as an additional insured. The endorsement form shall read: Snohomish County, its’ officers, elected officials, agents and employees.

Site Plan

A site plan depicting the layout of the event is required. Some events may require both types of site plans.

Indoor events require the following information:

- Floor plan indicating layout and dimensions of the structure(s)
- Aisle widths
- Exit width and locations
- Fire extinguisher placement - including size and type of extinguisher
- Locations of any cooking facilities
- Locations of LPG tanks and size, if applicable
- Locations of any flammable or combustible liquids and quantities
- Locations of any open flame or spark producing equipment

Outdoor events require the following information:

- Site plan depicting property lines, dimensions and North arrow
- Locations and widths of emergency vehicle access
- Locations of all booths, concessions, displays, stages, tents, canopies etc. labeled as to type of use and size
- Location and size of LPG tank(s) (if applicable) along with distances from structures
- Location of generator(s) (if applicable), type of unit and distance from structures
- Indicate location and type of cooking i.e. barbecue, grill, etc. (if applicable)
- Locations of fire hydrants
- Locations of any flammable or combustible liquids and quantities
- Locations of any open flame or spark producing equipment

Permit Fees

<u>Special Event Type</u>	<u>Number of Participants</u>	<u>Permit Fee</u>	<u>3% Technology Surcharge</u>
Private	50 or more	\$430	\$12.90
Public	50-99	\$430	\$12.90
Public	100 or more	\$490	\$14.70

Prior to issuance of the permit, our office will review the application to establish the conditions associated with the event. Once issued, the permit will be sent to you by mail unless other arrangements have been made. It will be the responsibility of the applicant to have the permit at the site at the time of the final inspection. All setup must be completed prior to the inspection. Be sure to allow yourself enough time to be able to make any corrections the inspector may require.

FINAL APPROVAL OF THE PERMIT IS SUBJECT TO AN INSPECTION APPROVAL AT THE TIME OF SETUP

"The Fire Marshal's Office provides safe livable environments through inspections, investigations and education".