



Roanoke Fire-EMS  
 Fire Marshal Office  
 713 Third Street SW  
 Roanoke, VA 24016  
 540-853-2795

[www.roanokeva.gov/firemarshal](http://www.roanokeva.gov/firemarshal)  
[fire.marshal@roanokeva.gov](mailto:fire.marshal@roanokeva.gov)

**Permit Application # 2012.1 Place of Assembly/ Educational Permit**

To be completed by the Permit Applicant

| Business Information  |        |                      |       |     |
|---|--------|----------------------|-------|-----|
| Date:   |        |                      |       |     |
| Business Name:  |        |                      |       |     |
| Address:  | Street | City                 | State | Zip |
| Site Address:   |        |                      |       |     |
| Contact Name:   |        |                      |       |     |
| Phone:  | ( )    | Alternate Phone/cell | ( )   |     |
| E-mail Address:   |        |                      |       |     |
| Billing Information   |        |                      |       |     |
| **** Effect 8/1/2013 all permits will be billed by the City of Roanoke. Checks will not be accepted by Inspectors**** |        |                      |       |     |
| Name of Business including any DBA,T/A  |        |                      |       |     |
| Contact Name for payment:   |        | Phone:               |       |     |
| Email:  |        |                      |       |     |
| City of Roanoke Business License #:   |        | Federal Tax ID #     |       |     |
| Comments:   |        |                      |       |     |
|   |        |                      |       |     |
|   |        |                      |       |     |
|   |        |                      |       |     |

PERMIT CONDITIONS: 2012.1 Place of Assembly/ Education Permit

CODE SECTION (2012 Virginia Statewide Fire Prevention Code): 107.2

SCOPE: An operational permit is required to operate a place of assembly and Educational facilities.

FEE: \$35.00 (Billed by the City of Roanoke)

PERMIT DURATION: Annual.

Application period: After issuance of your initial permit(s), your permit(s) will be valid for one year. Approximately 30-60 days prior to the expiration of your permit, a renewal notice will be mailed to you with instructions for the annual permit renewal.

If you do not receive this notice, it is your responsibility to submit the renewal application. Please refer to the website for additional information.



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REQUIREMENTS: Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code and any special stipulations noted on permit, as well as the following:

All of the following conditions must be met prior to issuance of permit.

1. Timelines:

- a. The annual permit anniversary date will be established with the first issue of the permit.

2. Regulatory references:

- a. Virginia Statewide Fire Prevention Code Section 107- Permits
- b. Virginia Statewide Fire Prevention Code Section 403 – Emergency planning
- c. Virginia Statewide Fire Prevention Code Section 404 – Emergency preparedness

3. Required Submittals:

- a. City of Roanoke Fire-EMS Department Permit Application
- b. Fire Safety and Evacuation Plans
- c. Seating Plan for each set up

4. Inspection Requirements:

- a. An inspection shall be conducted for each new permit and renewal.
- b. The City of Roanoke Fire-EMS Department may conduct inspection during normal business hours, event set-up, just prior to the event opening and during events.
- c. Depending on the nature of the event the Fire-EMS Department may assign standby personnel to the event. This may incur additional fees.

5. Requirements:

- a. Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code and any special stipulations noted on permit, as well as the following:
- b. A certificate of occupancy with occupancy load as determined by the Fire Official shall be posted near the front entrance and available for inspection by the Building and Fire Officials.
- c. No overcrowding allowed. (Defined as exceeding the approved occupant load or crowding that blocks the means of egress.)
- d. Occupant load count (hand counters or other method) that correctly reflects the number of people on the premises is to be maintained at all times.
- e. Entrance doors in buildings with occupancy in Group A shall not be secured from the egress side during periods that the building is open to the general public.



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- f. No storage of any kind (temporary or otherwise) is allowed to block exits, exit aisles or exit discharges. All aisles leading to the exits and from the exits to the public way are to remain unobstructed at all times. Parking shall not obstruct exit discharges.
- g. All exit signs shall be visible and all illuminated exit signs shall be illuminated at all times the building is occupied. All egress lighting shall illuminate when tested.
- h. All decorative materials shall be either noncombustible or flame-resistant in accordance with both large and small scale flame test of NFPA 701. The interior finish of all structures shall be maintained as approved.
- i. No open flame such as candles shall be used without approval from the Code Official.
- j. Fireworks and Pyrotechnics shall not be used without a permit from the Fire Official.
- k. All employees shall be trained on emergency evacuation procedures and fire extinguisher training.
- l. All smoking materials shall be disposed of properly to prevent fires.
- m. Notify Fire Marshal's office of all events so a pre-event inspection can be performed (at least one week prior to the event).
- n. All safety, evacuation and seating plans shall comply with Chapter 4 of the 2009 International code.
- o. *Fire alarm system shall not be removed from service with out approval from Fire Marshal Office prior to any event.***

#### 404.2.1 Fire Evacuation Plans- Fire evacuations shall include the following

- a. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
- b. Procedures for employees who must remain to operate critical equipment before evacuating.
- c. A procedure for accounting for employees and occupants after evacuation has been completed.
- d. Identification and assignment of personnel responsible for rescue or emergency medical aide.
- e. The preferred and any alternative means of notifying occupants of a fire or emergency.
- f. The preferred and any alternative mean of reporting fires and other emergencies to the fire department or designated emergency response organization.
- g. Identification and assignment of personnel who can be contacted for further information or explanation of duties of the plan.
- h. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

#### 404.2.2 Fire Safety Plans- Fire safety plans shall include the following

- a. The procedure for reporting a fire or other emergency
- b. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.



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- c. Site plans indicating the following:
  - The occupancy assembly point
  - The location of fire hydrants
  - The normal routes of fire department vehicle access
- d. Floor plans identifying the locations of the following:
  - Exits
  - Primary evacuation routes
  - Secondary evacuation routes
  - Accessible egress routes
  - Areas of refuge
  - Manual fire alarm boxes
  - Portable fire extinguishers
  - Occupant-use hose stations
  - Fire alarm annunciators and controls
- e. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and house keeping procedures.
- f. Identification and assignment of personnel responsible for maintenance of the system and equipment installed to prevent or control fires.
- g. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

#### 403.2.1 Seating Plan

- a. The fire safety and evacuation plans for assembly occupancies shall include the information required by section 404.3 and a detailed seating plan, occupant load, and occupant load limit. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit access ways remain unobstructed.

For additional information

Please go to: [www.roanokeva.gov/firemarshal](http://www.roanokeva.gov/firemarshal)

### Safety plan and Emergency Procedures for Place of Assembly Occupancies

OTHER REQUIRED PERMITS: (The list of permits below maybe required as well as others not listed)

- Exhibits and Trade Shows
- Tents
- Liquid or Gas Fueled Vehicles in a Place of Assembly
- Open Flame and Candle



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I hereby certify that I have read and examined this application and that all of the information contained therein is true and correct. Furthermore, I certify that the proposed operations will fully comply with the requirements contained in The Virginia Statewide Fire Prevention Code and any other related laws and /or Codes. I agree to indemnify, save harmless, and defend the City of Roanoke, its agents and employees, from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of these operations.

|                   |  |              |  |
|-------------------|--|--------------|--|
| <b>Signature:</b> |  | <b>Date:</b> |  |
|-------------------|--|--------------|--|

**Billing Information**

\*\*\*\* Effect 8/1/2013 all permits will be billed by the City of Roanoke. Checks will not be accepted by Inspectors\*\*\*\*

|                     |  |              |  |
|---------------------|--|--------------|--|
| <b>Approved By:</b> |  | <b>Date:</b> |  |
|---------------------|--|--------------|--|

|                      |                           |
|----------------------|---------------------------|
| <b>Denied: _____</b> | <b>Reason for Denial:</b> |
|----------------------|---------------------------|

|                  |
|------------------|
| <b>Comments:</b> |
|------------------|

|                       |                    |  |
|-----------------------|--------------------|--|
| <b>Permit Number:</b> | <b>Permit Fee:</b> |  |
|-----------------------|--------------------|--|

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