



# NORTHSTAR FIRE DEPARTMENT



## SPECIAL EVENT PERMIT APPLICATION

Please submit this completed application to the Northstar Fire Department for review and approval. Applications shall be submitted **30 days** in advance of the event to ensure time for review and processing. Please allow a **minimum of 2-3 days** for your application to be reviewed and approved.

Please send all applications to [Bolk@northstarcsd.org](mailto:Bolk@northstarcsd.org)

Event Name:

Date

Event Location Address:

Event Description:

Event Sponsor:

Event Sponsor Address:

Setup Date:

Setup Start Time:

Tear-Down Date:

Start Time:

Planned # Of Attendees: Approved Occupant Load of Area (if indoors):

### ONSITE CONTACT FOR DAY OF EVENT

Onsite Contact Name:

Onsite Contact Cell Phone Number:

Onsite Contact Email Address:

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## APPLICANT INFORMATION

*Applicant is the company and/or individual that the permit will be issued to. Applicant will be the company and/or individual that may need to provide proof of insurance, licensures, etc...*

Applicant Name/DBA:

Event Contact Name:

Applicant/Business Street Address:

City:

State:

Zip:

Business Telephone:

Email: (mandatory):

## EVENT TYPE

*Select all that apply*

- |   |  |                                     |  |
|---|--|-------------------------------------|--|
| <input type="checkbox"/> Concert/Performance    | <input type="checkbox"/> Wedding/Reception     | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Sporting          |
| <input type="checkbox"/> Festival/Carnival/Fair | <input type="checkbox"/> Sales                 | <input type="checkbox"/> Tournament | <input type="checkbox"/> Parade/Procession |
| <input type="checkbox"/> Exhibit/Trade Show     | <input type="checkbox"/> Other <i>specify:</i> |                                     |  |

## ACTIVITIES/USES

*Check all the applicable operations noted below. The Northstar Fire Department must approve and permit any of the following activities/uses. Please note that sparklers are not permitted for Special Events. Depending on expected attendance, event location and other factors, an on-site Fire Safety Officer (FSO) will be needed. Below are some common factors for an FSO requirement:*

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Hot Food served   | <input type="checkbox"/> Heater(s)             | <input type="checkbox"/> Cooking on-site        | <input type="checkbox"/> Tables and chairs                |
| <input type="checkbox"/> Generator   | <input type="checkbox"/> Chafing Fuel: Sternos | <input type="checkbox"/> Candle/Open flame      | <input type="checkbox"/> Cassette Feu                     |
| <input type="checkbox"/> Flame effect  | <input type="checkbox"/> Propane on-site       | <input type="checkbox"/> Compressed natural gas | <input type="checkbox"/> Seating only- Bonded if over 200 |
| <input type="checkbox"/> Tent erected- REQUIRED: In addition, please complete section 1A: Erect A Tent, Canopy, or Membrane Structure                |  |   |   |
| <input type="checkbox"/> Pyrotechnics, open flame acts- REQUIRED: In addition, please complete section 1B: Open Flames Acts                          |  |   |   |
| <input type="checkbox"/> Fireworks- REQUIRED: In addition, please complete the NFD application entitled: Supplemental Application for Fireworks Form |  |   |   |

**REMARKS-** Please provide a brief description of the activities taking place during the event

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## SITE PLAN INFORMATION

*Check all that apply & attach a reproducible layout of the event with the following applicable items.*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Tents/Temporary Structures                  | <input type="checkbox"/> Fire Extinguishers                    | <input type="checkbox"/> Emergency Exits             |
| <input type="checkbox"/> Vehicle(s)                                  | <input type="checkbox"/> Open Flame Devices                    | <input type="checkbox"/> Stage                       |
| <input type="checkbox"/> LPG Propane Generator                       | <input type="checkbox"/> Equipment Requires Electric Power     | <input type="checkbox"/> Launch Site of Pyrotechnics |
| <input type="checkbox"/> Area Restriction Devices (i.e., Barricades) | <input type="checkbox"/> Map of Route for Parades, Races, etc. |  |
| <input type="checkbox"/> Emergency Vehicle Access- 12ft min width    |  |  |

## SECTION 1A: ERECT A TENT CANOPY OR MEMBRANE STRUCTURE

*A permit must be issued, if a tent is over 400 sq. ft. (regardless of use) or a tent, canopy or membrane structure will be installed by a third party. Consult Northstar Fire Department's guidelines for Outdoor Gatherings and Events and/or contact the Fire Prevention/Community Risk Reduction office for details regarding tent, canopy, and membrane structure requirements.*

Vendor Contact Name:

Telephone Number:

Tent Installed By:

	Quantity	Size	Area	Total
Please fill in Quantity and Size. The other columns will populate		x		
		x		
		x		
		x		
		x		
Total # of Tents & Canopies:			Total Floor Area:	

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## SECTION 1B: OPEN FLAMES ACTS

A permit must be issued for Open Flame Acts. Consult Northstar Fire Department's guidelines for Open Flame Acts and/or contact the Fire Prevention/Community Risk Reduction office for further details. Please complete the Flame Activity Sheet below.

### FLAME EFFECT PLAN

Building or Location name:

Address:

Event Date:

Event Time:

### DEVICES USE IN THE PERFORMANCE

- |                                     |                                       |                                      |                                     |
|-------------------------------------|---------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Fire Chain | <input type="checkbox"/> Fire Fingers | <input type="checkbox"/> Fire Staff  | <input type="checkbox"/> Fire Wands |
| <input type="checkbox"/> Fire Fans  | <input type="checkbox"/> Fire Rings   | <input type="checkbox"/> Fire Stilts | <input type="checkbox"/> Fire Art   |

### FUEL DETAILS

Type(s) of Fuel	Quantity
Amount of fuel traveling to the site	<input type="checkbox"/> OUNCE(S) <input type="checkbox"/> PINT(S) <input type="checkbox"/> QUART(S)
Amount of fuel to be used during the performance	<input type="checkbox"/> OUNCE(S) <input type="checkbox"/> PINT(S) <input type="checkbox"/> QUART(S)
Application method	<input type="checkbox"/> SOAK <input type="checkbox"/> POUR
Containment method for excess fuel	<input type="checkbox"/> CAPTURE IN A CONTAINER (CATCH POT, PAN, ETC) <input type="checkbox"/> OTHER- <i>specify</i> :

### FUEL CONTAINER(S)

**GLASS AND/OR DRINKING BOTTLES ARE PROHIBITED.**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Original product container | <input type="checkbox"/> 1 Quart metal container | <input type="checkbox"/> DOT certified container |
| <input type="checkbox"/> Other- <i>specify</i> :    |  |  |

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## SAFETY DETAILS SECTION 1B Continued

I, \_\_\_\_\_ ;  
 We, \_\_\_\_\_ will have the following fire control methods present:

Fire extinguisher:  
 2A10BC minimum rating                      Quantity:  
 Water spray can  
 Wet towels  
 Trained safety staff  
 Other *specify*:

Performance extinguishing method  
 Burn out  
 Wet towel  
 Smother

When the performance is complete, the used fire devices will be:  
 Returned to their original container/carrying case  
 Wrapped up in a tarp  
 Other *specify*:

## PERFORMANCE AREA DETAILS

<b>Type of barricade if any:</b>		
<b>Size of fire performance space:</b>		
<b>Distance from audience:</b>		
<b>Backdrops present:</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Are drapes or backdrops fire retardant?</b>	<input type="checkbox"/> YES <i>If YES, what type? Specify</i>	<input type="checkbox"/> NO
<b>Certified retardant?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Are performers' costumes fire retardant?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Certified retardant?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

# SPECIAL EVENT PERMIT APPLICATION

This application is made to the Northstar Fire Department for review of plans, inspection and approval of the described activity or work that will meet all applicable standards. No work and/or event will take place until a Fire Department permit is received. We understand working without an approved event plans and a permit will result in delays and an investigation. A "stop work" order may be issued for the project until the investigation is complete.

Approval does not relieve the designer / contractor from complying with all applicable fire code requirements, nor does it abrogate the requirements of other authorities having jurisdiction.

I hereby affirm that I have truthfully completed the Fire Operational Permit Application and agree to operate this business in accordance with all Federal, State, local laws & ordinances, rules, and regulations.

APPLICANT'S PRINTED NAME

APPLICANT'S TITLE

APPLICANT'S SIGNATURE

DATE

**FOR OFFICE USE ONLY: DO NOT COMPLETE BELOW THIS LINE**

COMMENTS:

Received By:

Date of Receipt: