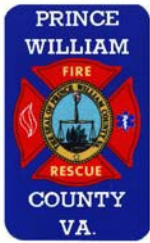


# OPERATIONAL PERMIT SPECIAL ASSEMBLY

For Office Use Only



**PRINCE WILLIAM COUNTY  
DEPARTMENT OF FIRE AND RESCUE  
FIRE MARSHAL'S OFFICE  
5 COUNTY COMPLEX CT. SUITE 160  
PRINCE WILLIAM, VA 22192**  
(703) 792-6360 office (703) 792-6492 fax  
[WWW.PWCGOV.ORG/FIRE](http://WWW.PWCGOV.ORG/FIRE)

<b>Permit Number:</b>
<b>Date Issued:</b>
<b>Expiration Date:</b>
<b>Date of Event:</b>

## **I. Instructional Section**

1. Please review this application thoroughly, fill out all requested information and submit with all necessary attachments to the Prince William County Fire Marshal's Office at the above address or [Activitypermits@pwcgov.org](mailto:Activitypermits@pwcgov.org).
2. The fee for Special Assembly permits is \$357.17.
3. Prince William County Special Assembly Permits are good for the day of the special assembly only.
4. A review of this application packet will be conducted and either approved or rejected based on the information provided.
5. An inspection of the special assembly areas will be conducted no less than 2 hours before the event is scheduled to take place. The following will need to be determined and/or identified during an inspection prior to the event and issuance of a permit:
  - Working status of fire alarms and sprinkler systems.
  - Expected number of occupants and established occupancy loads.
  - Any use of decorative materials.
  - Obstructions to exits and egress ways.
  - Floor plan changes.
  - Planned use of each involved area.
  - General housekeeping issues.
  - Existing fire code violations.
  - Use of electrical cords and generators.

## **II. Informational Section**

### **Applicant Information**

<b>Name of Applicant:</b>	
<b>Address of Applicant:</b>	
<b>Applicant Phone:</b>	<b>Applicant Email:</b>
<b>Emergency Contact Name, Number (after hours):</b>	

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## Special Assembly Information

Assembly Site Name:	
Assembly Site Address:	GPIN:
Name of Onsite Contact:	Phone and Email:
Occupancy Type:	Type of Event Planned:
Estimated Maximum Attendance:	
Assembly Date:	Assembly Hours:
Will this event include cooking? Explain:	
Will this event include use of open flames or open burning? Explain:	
Will this event include the use of decorations and decorative materials? Explain:	
Will this event include areas of the building for purposes not originally intended? Explain:	
Does the occupancy have a sprinkler and/or fire alarm system? Describe:	
Does the occupancy have a kitchen hood system? (if food is to be prepared on site) Describe:	
Will this event have inflatable devices (i.e., moon bounce, slides, etc.)? Explain:	

## III. Floor Plans

Attach a site plan for this assembly. The following information shall be included on the site plan:

- Assembly area
- Exits, exit accesses and exterior exit discharges
- Locations of tables, chairs, dance floors, etc.
- Location of decorative materials
- Fire Department vehicle access roads (in case of emergencies)
- Fire hydrants if available

## IV. List of Required Documents

- ✓ Copies of NFPA 701 Flame Spread Certification for all artificial vegetation and combustible decorative materials
- ✓ Floor plan
- ✓ Copy of existing, approved emergency plan with a list of any proposed modifications for the event

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### *Carefully review the following:*

All special assembly events in Prince William County are regulated by the following sources:

- Virginia Statewide Fire Prevention Code (2021 edition)
- Prince William County Code (Chapter 9.2 Article V)

### Applicable Code Sections:

- *VSFPC 107.2* Operational permits may be required by the fire official as permitted under the SFPC in accordance with Table 107.2.
- *VSFPC 107.4* Before a permit is issued, the fire official shall make such inspections or tests as are necessary to assure that the use and activities for which application is made comply with the provisions of this code.
- *VSFPC 107.7* Plans approved by the Fire Official are approved with the intent that they comply in all respects to this code. Any omissions or errors on the plans do not relieve the applicant of complying with all applicable requirements of this code.
- *VSFPC 108.4* the Fire Official may revoke a permit or approval issued under the SFPC if conditions of the permit have been violated, or if the approved application, data, or plans contain misrepresentation as to material fact.
- *VSFPC 807.1* The following requirements shall apply to all occupancies: 1. Furnishings or decorative materials of an explosive or highly flammable character shall not be used. 2. Fire-retardant coatings in existing buildings shall be maintained so as to retain the effectiveness of the treatment under service conditions encountered in actual use. 3. Furnishings or other objects shall not be placed to obstruct exits, access thereto, egress therefrom or visibility thereof. 4. The permissible amount of noncombustible decorative materials shall not be limited.
- *VSFPC 807.2* In Groups A, B, E, I, M and R-1 and in dormitories in Group R-2, curtains, draperies, fabric hangings and other similar combustible decorative materials suspended from walls or ceilings shall comply with Section 807.3 and shall not exceed 10 percent of the specific wall or ceiling area to which such materials are attached. Fixed or movable walls and partitions, paneling, wall pads and crash pads applied structurally or for decoration, acoustical correction, surface insulation or other purposes shall be considered to be interior finish, shall comply with Section 803 and shall not be considered decorative materials or furnishings. Exceptions: In auditoriums in Group A, the permissible amount of curtains, draperies, fabric hangings, and similar combustible decorative materials suspended from walls or ceilings shall not exceed 75 percent of the aggregate wall area where the building is equipped throughout with an approved automatic sprinkler system in accordance with the applicable NFPA 13 standard and where the material is installed in accordance with the applicable building code. In Group R-2 dormitories, within sleeping units and dwelling units, the permissible amount of curtains, draperies, fabric hangings, and similar decorative materials suspended from walls or ceilings shall not exceed 50 percent of the aggregate wall areas where the building is equipped throughout with an approved automatic sprinkler system installed in accordance with the applicable NFPA 13 standard. In Group B and M occupancies, the amount of combustible fabric partitions suspended from the ceiling and not supported by the floor shall comply with Section 807.3 and shall not be limited. The 10-percent limit shall not apply to curtains, draperies, fabric hangings and similar combustible decorative materials used as window coverings.
- *VSFPC 807.3* Where required to exhibit improved fire performance, curtains, draperies, fabric hangings and other similar combustible decorative materials suspended from walls or ceilings shall be tested by an approved agency and meet the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701 or exhibit a maximum rate of heat release of 100 kW when tested in accordance with NFPA 289, using the 20 kW ignition source. Reports of test results shall be prepared in accordance with the test method used and furnished to the fire code official upon request.

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- *VSFPC 901.6* To the extent that equipment, systems, devices, and safeguards, such as fire detection, alarm and extinguishing systems, which were provided and approved by the building official when constructed, shall be always maintained in an operative condition. And where such equipment, systems, devices, and safeguards are found not to be in operative condition, the fire official shall order all such equipment to be rendered safe in accordance with the USBC.
- *VSFPC 1001.3* Overcrowding, admittance of any person beyond the approved occupant load established by the USBC under which the building was constructed or obstructing aisles, passageways or any part of the means of egress shall not be allowed. The Fire Code Official, upon finding any condition which constitutes a life safety hazard, shall be authorized to cause the event to be stopped until such condition or obstruction is corrected.
- *VSFPC 1032.6* Means of egress doors shall be maintained in such a manner as to be distinguishable from the adjacent construction and finishes such that the doors are easily recognizable as doors. Furnishings, decorations, or other objects shall not be placed to obstruct exits, access thereto, egress therefrom, or visibility thereof. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of exit.
- *VSFPC 3103.3* For the purposes of this chapter, an outdoor assembly event shall include a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.
- *VSFPC 3107.2* hay, straw, shavings, or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time.
- *VSFPC 3107.3* Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be conspicuously posted in accordance with Section 310.
- *VSFPC 3107.4* open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20’ of the tent or membrane structures while open to the public unless approved by the fire code official.
- *VSFPC 3107.16* Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure, or other approved means.
- *VSFPC 3107.19* The floor surface inside tents or membrane structures and grounds outside and within 30’ perimeter shall be kept free of combustible materials that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premises at least once a day during the period the structure is occupied by the public.

**This list only references a few of the applicable fire safety code sections. It is not all-inclusive. Other code sections may apply.**

<b>Applicant Signature:</b>	<b>Date:</b>
<b>FMO Reviewer:</b>	<b>Date:</b>