



proud past, promising future

CLARK COUNTY
WASHINGTON

FIRE MARSHAL

INSTRUCTIONAL GUIDE FOR SPECIAL EVENT PERMIT APPLICATION

Application for a special event permit shall be submitted to the office of the Clark County Fire Marshal **at least 10 days prior** to the date of event. Applications that are received less than 10 days prior to the event will be subject to late fees. Applications must include the following:

- Clark County special event permit application form
- Detailed site plan

Site Plan

A site plan depicting layout of the event is required. The minimum size allowed for a site plan is 8-1/2" X 11".

Indoor events require the following information:

- Floor plan indicating layout and dimensions of the structure(s)
- Aisle widths (minimum ten (10) feet)
- Exit locations
- Fire extinguisher locations
- Locations of any cooking facilities
- Locations and size of LPG tanks, if applicable
- Locations and quantities of any flammable or combustible liquids
- Locations of any open flame or spark producing equipment
- Locations and quantities of any arms and/or ammunition
- Locations of gas fueled vehicles

Permit Fees

A special event permit fee, based on the number of halls used, shall be paid through the settlement process with the Clark County Event Center.

Prior to issuance of the permit our office will review the application to establish the conditions associated with the event. Once approved, the permit must be picked up at the Public Safety Complex, 505 NW 179th Street, Ridgefield, WA, unless other arrangements have been made. It will be the responsibility of the applicant to have the permit on site at the time of the final inspection. You will be required to contact our office at least one business day prior to schedule a final inspection. (Please keep in mind our office hours are 8:00 AM – 5:00 PM Monday – Friday.)

All setup must be completed prior to the inspection. Be sure to allow yourself enough time to be able to make any corrections that the inspector may require. The Fire Marshal contact for special events is Susan Anderson, Deputy Fire Marshal, 360-397-2186 x3321.

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



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**SPECIAL EVENT PERMIT APPLICATION
CLARK COUNTY EXHIBITION HALL**

Date of Application: _____

Applicant Name: _____ Phone: _____

Mailing Address: _____

Hall (s) Used: A B C

Date(s) and hours of Event: _____

Date(s) and hours of Set-Up: _____

Contact Person: _____ Phone: _____

Name of Event:

In the space provided, please include as much detail as possible regarding the type of event and activities planned. The contact person listed above will be responsible for compliance with conditions as well as being responsible for providing any additional information requested by our office.

Description of Event:

Remit completed form and show diagrams to:

PUBLIC SAFETY COMPLEX • 505 NW 179TH ST • RIDGEFIELD, WASHINGTON 98642
(360) 397-2186 • FAX (360) 397-2076 • TDD (360) 397-6057