

Fire Permit Applications

Fire Permits are required for:

Open Flames (candles)	Tents	Stages	Trusses/Light Trusses
Theatrical Smoke	Platforms	Compressed Gasses	Pyrotechnics
Fuel Fired Equipment	Outdoor Heaters	Large Ice Sculptures	Trailers
Generators	Temporary Structures	LPG's Liquid Petroleum Gas (Propane Tanks)	
Air Supported Structures (bounce house, snow globe)			

*This list is not totally inclusive of all items/equipment requiring a Fire Permit. If you have questions regarding Fire Permits, please call Cherie Wellmon at (435) 615-5108.

Additional documentation is required for all the different types of equipment and devices. You may be required to meet with the Fire Marshall if your application or accompanying documentation is incomplete. Fire Permits may be applied for by appointment at the Building department Front Counter from 8:00 am to 12:00 pm Tuesday through Friday.

To submit completed and fully documented Fire Permit Applications by email, please contact cherie.wellmon@parkcity.org

To submit completed and fully documented Fire Permit Applications by mail, please send your documents to:
Building Department
c/o Cherie Wellmon
POB 1480
Park City, UT 84060-1480

The deadline for all Sundance 2017 Fire Permits is Wednesday, January 4th. Failure to meet this deadline will affect the time staff has to review the Fire Permit Application and the accompanying required submittals. As a result, the equipment or devices for your event may not be approved.

What additional documentation will be required for Fire Permits?

Please refer to the list below. The required documentation is dependent upon the equipment/devices being permitted. This list is not totally inclusive of all equipment and devices requiring a Fire Permit. Some circumstances may require additional documentation. You will be contacted if additional information is required.

Open Flames (candles & lanterns, etc.)

The device containing the flame must be physically tested and approved by the Fire Marshall or a designated Fire Inspector. The chimney on the device must be tall enough to prevent ignition of sleeves or other items accidentally held over the chimney. The base on the device must be wide enough so that if tipped over by a 1:3 ratio, the device will right itself, and not fall over. Battery operated candles are always allowed! If you have any questions about these requirements, or would like to make arrangements to have your sample devices tested in advance of your final inspection, please call Cherie Wellmon at (435) 615-5108.

Tents

Site Plan showing tent sizes, tent exits, tent dimensions, distances to lot lines and Public Right of Way
Design Occupant Load stamped by a licensed UT design professional (architect or engineer)
Snow Removal Agreement outlining how tent will be kept clear of accumulating snow and where snow will be placed once removed
Conditional Use Permit/CUP (Planning Department)
Spec Sheet, engineering or other documentation of Structural Stability

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Stages & Platforms

Outdoor Stages Platforms require a Site Plan showing stage measurements, placement and distance to lot lines and Public Right of Way

Structural Engineering Plans

* Stages and platforms used for concerts and dancing must be engineered to hold a live load (people, furniture, etc.) of 200 pounds per square inch. This requirement is a Park City Policy to prevent collapses from the extra force exerted by dancing and jumping. All other stages and platforms are required to hold a live load of 100 pounds per square inch.

Design Occupant Load (DOL) for entire indoor space or outdoor space

Electrical Bonding (requires Electrical Sub Permit) if stage lights, amplifiers, etc. will be used

Trusses/Light Trusses

Structural Engineering

Theatrical Smoke

Floor Plan showing location of smoke machine and distances to stage, seating, exits, aisles, etc.

SDS Sheets (Formerly MSDS) for the smoke solution that will be used

Compressed Gasses

Type of gas and its use must be documented

Site plan or floor plan showing location of tanks where they will be safe from tampering by unauthorized persons

Written security plan outlining how access to the tank location will be controlled/protected

*Three point nesting is required on site for all compressed gas tanks. This means each tank is secured at the bottom and at both sides near the top of each cylinder (not the valve). Please see graphic under Fire Permit FIPA Requirements, Compressed Gasses.

Pyrotechnics

Pyrotechnics are not allowed inside buildings under any circumstances.

Professional outdoor fireworks displays may be considered by the Fire Marshall.

Fuel Fired Equipment

Mechanical Sub Permit

Plans and Calculations

Mechanical Engineering

Spec sheet or other document showing proof that equipment is listed and labeled by an accredited agency (such as UL – Underwriter Laboratories) for the intended use

Outdoor Heaters

Site Plan showing number of heaters and their placement with distances to buildings, awnings, port a cocheres and Public Right of Way, as well as numbers, placement and storage of LPG tanks

Spec sheet or other documentation showing proof that equipment is listed and labeled by an accredited agency (such as UL – Underwriter Laboratories) for the intended use

*Outdoor heaters are not allowed in the Public Right of Way.

** Also see LPG's below.

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LPG's Liquid Petroleum Gas (propane tanks)

Site Plan showing number of tanks and their placement with distances to buildings, awnings, port a cocheres and Public Right of Way

Spec sheet or other documentation showing proof that equipment is listed and labeled by an accredited agency (such as UL – Underwriter Laboratories) for the intended use

*Back up LPG tanks must be stored outside in a tamper- proof location and not in the Public Right of Way or inside a building.

Large Ice Sculptures

“Large” is determined by the dimensions, weight and overall shape of the sculpture. The Fire Marshall will consider whether an ice sculpture is “large” on a case by case basis.

Site Plan showing size and location of sculpture and distances to tables, couches, chairs, etc.

Structural Engineering of the sculpture itself

Picture or drawing of sculpture

Spec Sheet for Lighting Equipment (if applicable) - must be listed for damp or wet locations accessed by the public

* Lighting cords must be connected to a GFCI electrical outlet to prevent electrical shock and protected by an approved cable protector when crossing aisles, hallways, etc., to mitigate trip hazards and ensure ADA Accessibility.

Trailers

Description of how the trailer will be used and its exact dimensions

Site Plan showing placement of trailer and distances to buildings, lot lines, tents and Public Right of Way

* Some trailers may require structural engineering at the discretion of the Fire Marshall.

Generators

Electrical Sub Permit

Site Plan showing placement of generator and fuel storage with distances to buildings, lot lines, tents and Public Right of Way

Spec Sheet or other evidence that the generator is a low decibel model

Temporary Structures & Air Supported Structures (bounce house, snow globe)

See Fire Marshall for determination. There are many variables in requirements depending on size, use, etc.

What is a burn test?

A burn test is performed by the Fire Marshall or designated Fire Inspectors on draperies, rugs, furniture, fabrics and décor to determine the flammability factor of the material to be used. A sample piece of at least 1”x 4” must be provided.

The sample is held to an open flame to determine if it will hold a flame or is self-extinguishing. If the sample fails the burn test, the material on site must be treated on both sides according to manufacturers’ instructions with a fire retardant coating that meets NFPA Standard 701 or ASTM E84. Another sample will need to be tested to ensure the sprayed material meets minimum standards.

Fire retardant coatings are available at most paint and/or home improvement stores. They can also be applied professionally. Understand what you are spraying. There is one spray specifically for organic materials (cotton, wool, etc.) and another specifically for man-made materials (nylon, rayon, polyester & polyester blends, etc.). Please be sure that the fire retardant coatings you are using are marked with “NFPA 701” or “ASTM E84.”

Coatings that do not meet these standards will not be accepted. Any materials that do not pass a burn test will not be allowed.

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If you have any questions about burn tests, or would like to make arrangements to have your samples tested in advance of your final inspection, please call Cherie Wellmon at (435) 615-5108.