ENVIRONMENTAL HEALTH & SAFETY
UNIVERSITY of WASHINGTON

Event Permit Flowchart

You are planning an outdoor event

Are more than 99 persons expected to attend? — **Yes** → Is event site enclosed? — **No** → Are more than 499 persons expected to attend?

Are more than 99 persons expected to attend? — **No**

Are more than 499 persons expected to attend? — **No** → Will your event: Occupy a fire lane? Alter or block a building exit/escape plan?

Are more than 499 persons expected to attend? — **Yes** → **SFD Assembly Permit (code 2503 or 2505) required**

Is event site enclosed? — **Yes** → **SFD Assembly Permit (code 2503 or 2505) required**

Will your event: Occupy a fire lane? Alter or block a building exit/escape plan? — **Yes** → **SFD Assembly Permit (code 2503 or 2505) required**

Will your event: Occupy a fire lane? Alter or block a building exit/escape plan? — **No**

Enclosures may be fences, barricades, landscaping, a building courtyard or anything which limits the ability of attendees to move freely out of the area.

SFD Assembly Permit (code 2503 or 2505) required → Will your event use tents/air-inflated structures?

Will your event use tents/air-inflated structures? — **Yes** → Is structure a canopy (open on all sides)?

Will your event use tents/air-inflated structures? — **No**

Is structure a canopy (open on all sides)? — **Yes** → Is total area of all canopies >700 sq ft?

Is structure a canopy (open on all sides)? — **No** → Is tent/air supported structure >400 sq ft in area?

Is total area of all canopies >700 sq ft? — **No** → Are all canopies >12' from any building?

Is total area of all canopies >700 sq ft? — **Yes** → **SFD Tent permit (code 3201) required**

Are all canopies >12' from any building? — **Yes**

Are all canopies >12' from any building? — **No** → **SFD Tent permit (code 3201) required**

Is tent/air supported structure >400 sq ft in area? — **No**

Is tent/air supported structure >400 sq ft in area? — **Yes** → **SFD Tent permit (code 3201) required**

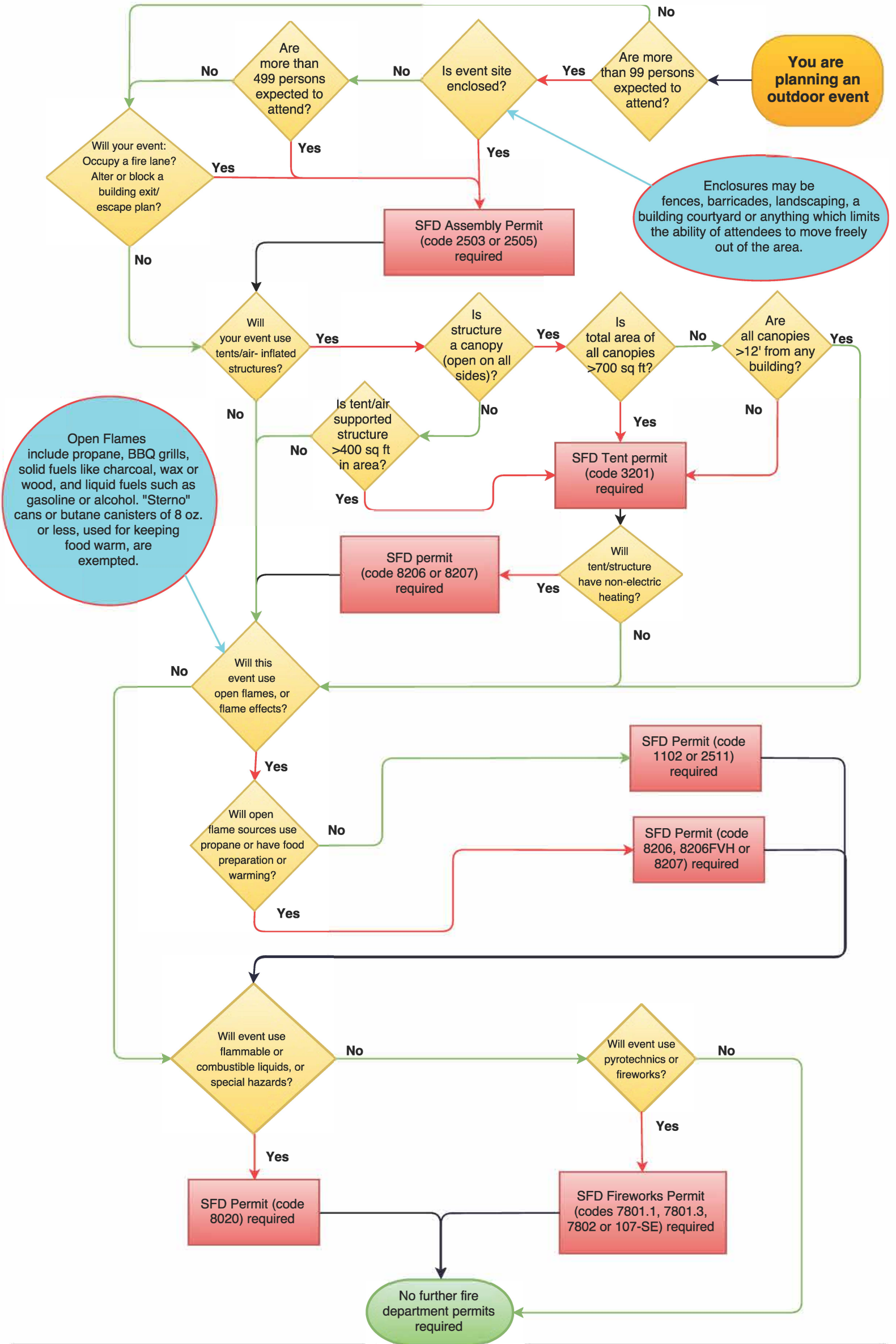*Open Flames include propane, BBQ grills, solid fuels like charcoal, wax or wood, and liquid fuels such as gasoline or alcohol. "Sterno" cans or butane canisters of 8 oz. or less, used for keeping food warm, are exempted.*

SFD Tent permit (code 3201) required → Will tent/structure have non-electric heating?

Will tent/structure have non-electric heating? — **Yes** → **SFD permit (code 8206 or 8207) required**

Will tent/structure have non-electric heating? — **No**

SFD permit (code 8206 or 8207) required → Will this event use open flames, or flame effects?

Will this event use open flames, or flame effects? — **No**

Will this event use open flames, or flame effects? — **Yes** → Will open flame sources use propane or have food preparation or warming?

Will open flame sources use propane or have food preparation or warming? — **No** → **SFD Permit (code 1102 or 2511) required**

Will open flame sources use propane or have food preparation or warming? — **Yes** → **SFD Permit (code 8206, 8206FVH or 8207) required**

SFD Permit (code 1102 or 2511) required → Will event use flammable or combustible liquids, or special hazards?

SFD Permit (code 8206, 8206FVH or 8207) required → Will event use flammable or combustible liquids, or special hazards?

Will event use flammable or combustible liquids, or special hazards? — **No** → Will event use pyrotechnics or fireworks?

Will event use flammable or combustible liquids, or special hazards? — **Yes** → **SFD Permit (code 8020) required**

Will event use pyrotechnics or fireworks? — **No**

Will event use pyrotechnics or fireworks? — **Yes** → **SFD Fireworks Permit (codes 7801.1, 7801.3, 7802 or 107-SE) required**

SFD Permit (code 8020) required → **No further fire department permits required**

SFD Fireworks Permit (codes 7801.1, 7801.3, 7802 or 107-SE) required → **No further fire department permits required**

For **permit applications** and additional information, go to
http://www.seattle.gov/fire/FMO/specialEvents/SEHome.htm

For **information** on permit fees or application deadlines go to
http://www.seattle.gov/fire/FMO/specialEvents/sefees.htm

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