

Do I Need a Fire Permit? & Fire Permit Application Information

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)			

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.

The deadline for all Sundance 2019 Fire Permits is Wednesday, January 9th. 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 permit 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.)

Per Code

Tents

Site Plan showing tent sizes, tent exits, tent dimensions, distances to lot lines and Public Right of Way
Design Occupant Load determined 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

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
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

Do I Need a Fire Permit? & Fire Permit Application Information

Compressed Gasses

Type of gas and its use must be documented

Site plan or floor plan showing location of tanks

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

Pyrotechnics

Pyrotechnics are not allowed inside buildings under any circumstances.

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 structures 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

LPG's Liquid Petroleum Gas (propane tanks)

Site Plan showing number of tanks and their placement with distances to structures and Public Right of Way

*Back up LPG tanks must be stored outside in a tamper- proof location

Trailers

Description of how the trailer will be used and its dimensions

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

Generators

Electrical Permit

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

Generator Specification Sheet

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

Permit required

Fire Retardant Coatings

While the fabrics and décor you choose to decorate your space with do not require a permit, the materials being used must meet NFPA Standard 701 or ASTM E84.