

CITY OF BELLEVUE FIRE DEPARTMENT



SPECIAL EVENTS CONDITIONS of APPROVAL and GUIDEBOOK

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The purpose of this guidebook is to establish the responsibilities for event staff, vendors, contractors, participants, and the City of Bellevue Fire Department. This guidebook also provides information regarding the fire and life safety regulations that shall be enforced. It is not encompassing of all fire code requirements. To ensure a safe and enjoyable time for all at your event, the City of Bellevue Fire Department shall mandate the following conditions are met:

Administration and Authority Having Jurisdiction (AHJ)

Compliance with Bellevue City Code (BCC), Chapter 14.50, 23.11, and all applicable provisions of the current adopted edition of the International Fire Code (IFC) are required by all event staff, vendors, contractors, and other participants.

1. All special events shall be subject to a fire safety site-plan review and an on-site fire and life safety inspection. Determination for an on-site fire and life safety inspection is made during the fire safety site-plan review process. For questions, please contact the City of Bellevue Fire Prevention Division at (425) 452–6872, option 4 or at (425) 452–6892.

Fire Department Standby Personnel Fee

The fee for required on-site Fire Department Standby Personnel shall be the responsibility of the Event Sponsor/Permit Holder (*Ref.: BCC 23.11.107*).

The City of Bellevue Fire Department holds the right to waive or increase/decrease on-site fire and emergency medical personnel. Required Fire Department staffing will be evaluated based upon a comprehensive risk management assessment, type of event, activities at the event, anticipated daily attendance, and other public safety conditions.

For questions, please contact the Battalion Chief of the Division of Health and Safety at (425) 452–6892. Fire Department Standby fee amounts may vary.

1. Events with an anticipated daily attendance in excess of 5,000 people shall be required to pay a Fire Department standby fee.
2. Minimum personnel staffing level is two Firefighter/EMTs.
3. Minimum standby time is four hours.
4. Events with an expected daily attendance of 10,000 or more people may require additional fire department staffing.
5. An approximate cost estimate regarding Operations Fire Personnel will be provided to the event applicant at least 60 days prior to the event date. A final invoice for staffing costs will be provided within 21 days of the event.

Fire Department Inspection Fee

All special events shall be subject to an on-site fire and life safety inspection. The separate fee for a required fire and life safety inspection shall be the responsibility of the Event Sponsor/Permit Holder. **The fee for an on-site fire and life safety inspection is a flat rate of \$215 per special event (Ref.: BCC 23.11.107).**

The Fire Marshal's designee shall inspect the special event and related aspects of the special event prior to opening to the public. The Fire Marshal or their designee shall issue correction notices if required and re-inspect to ensure compliance. There are no additional fees for the follow-up inspection(s).

For questions and/or to coordinate the date and time of your on-site fire and life safety inspection, please contact the Fire Marshal's Office at (425) 452-6872 or email Fire_Prevention@bellevuewa.gov.

Fire and life safety inspections shall include, but are not be limited, to the following general categories:

1. Mobile food vendors (*food trucks, booths, and tents*)
2. Fire protection systems (*portable fire extinguishers, fire sprinkler systems, and fire alarm systems*)
3. Outdoor assembly and crowd management
4. Clear access to fire lanes and fire apparatus access roads/emergency corridors
5. Clear access to hydrants, fire department connections, and fire control rooms
6. Clear access to designated emergency vehicle parking zones
7. Event egress for event staff, vendors, contractors, and participants
8. Rides and displays (*carnivals, street fairs, and other similar events*)
9. Portable generators and propane tanks
10. Utility and electrical service systems
11. Performance stages (*large stages for bands, performers, entertainers, and other demonstrations*)
12. Non-food vendors (*booths, tents, huts, and/or other structures*)
13. Beer and wine gardens
14. Pyrotechnics and open flame displays (*Permits, extinguishing devices, fallout areas, cordoned-off zones, et cetera*)

Fire Operational Permits

The fire code official is authorized to issue operational permits for the operations set forth in the BCC 23.11.150.61 through 105.6.50.

Required operational permits include but are not limited to:

- Open Flames and Candles
- Outdoor Assembly Event
- Temporary Membrane Structures and Tents

An operational permit fee for 2024 is \$157 and can cover up to 5 permits.

Exceptions:

- a. Government agencies
- b. Non-profit organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code

To apply for an operational permit, go to [Fire Operational Permits](#) and select “All Other Operational Permits” within the drop-down cue.

Event Sponsor/Permit Holder

The Event Sponsor/Permit Holder assumes overall responsibility for the compliance with all applicable conditions of approval, sections of this guidebook, codes, standards, regulations, the set-up, daily operations of the event, and the take-down. The Event Sponsor/Permit Holder shall comply with the following conditions:

- Obtain Special Events Committee permit from the City of Bellevue
- Obtain any additional permits from other agencies such as, but not limited to:
 - Fire Department
 - Police Department
 - Parks & Community Services
 - Development Services – Building and Land Use
 - Department Transportation – Right of Way (ROW)
 - King County Health Department – Food Protection Program

Trained Crowd Managers Required for Events in Excess of 1,000 Participants

Where facilities or events involve a gathering with an anticipated daily attendance of more than 1,000 people, or as required by the Fire Marshal, **dedicated** and **trained** crowd managers shall be provided (*Ref.: 2021 IFC 403.11.3*).

NOTE: The minimum number of dedicated and trained crowd managers shall be established at a ratio of one (1) dedicated and trained crowd manager for every 250 persons, *unless otherwise changed by the Fire Department*. There are many online crowd management trainings. Please inform Bellevue Fire Prevention which one you would like to utilize for approval.

The duties of **dedicated** and **trained** crowd managers shall include, but not be limited to:

1. Identification as a dedicated and trained crowd manager, event staff member, volunteer, or other authority (*high visibility safety vests, company uniform, or other approved method of identification*)
2. Conduct an inspection of the area of responsibility and identify and address any egress barriers
3. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards
4. Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects
5. Direct and assist the event attendees in evacuation during an emergency
6. Assist emergency response personnel where requested
7. Other duties required by the Fire Marshal
8. Other duties as specified in the public safety/risk management plan
9. The ratio of crowd managers can be reduced when approved by the Fire Marshal and/or when an indoor event facility is fully sprinklered or based on the nature of the event

Public Safety Planning for Events in Excess of 5,000 People

For large scale events with an anticipated daily attendance in excess of 5,000 people, a dedicated public safety/risk management plan shall be required. The public safety/risk management plan shall be the responsibility of the Event Sponsor/Permit Holder. It shall be submitted to the Special Events Committee and the City of Bellevue Fire Department 30-days prior to the event. The public safety/risk management plan should address how the Event Sponsor/Permit Holder intends to meet the following requirements:

1. The procedure for reporting a fire or other emergency.
2. How will City Inspectors contact event staff or supervisor?
3. How will emergency vehicle ingress and egress be maintained?
4. How will designated emergency vehicle parking be maintained?
5. How will fire protection systems such as portable fire extinguishers, fire sprinkler systems, and fire alarm systems be maintained?
6. How will emergency escape routes and egress be maintained for event staff, vendors, contractors, and other participants?
7. How will emergency medical services be provided for event staff, vendors, contractors, and other participants?
8. How will public assembly areas be provided for and maintained?
9. How will crowd managers and event staff direct attendees and vehicles at the special event, including the parking of vehicles?
10. How will designated vendor and food concession areas be distributed throughout the events grounds and maintained?
11. How will the on-site crowd managers and event staff be identified and deployed?
12. How many crowd managers will be provided at this event?

Mobile Food Preparation Vehicles Requirements

(SEPARATE PERMIT REQUIRED)

Event Vendors are responsible for the safe operation of their booth, display, or attraction. Vendors shall coordinate the event set-up and take-down with the Event Sponsor/Permit Holder to ensure compliance with all the following applicable fire and life safety codes, standards, regulations, and other requirements.

1. The Fire Marshal is authorized to conduct fire and life safety inspections as deemed necessary to determine the extent of compliance with the provisions of the Fire Code.
2. Shall not obstruct fire lanes, fire apparatus access roads, emergency corridors, fire department connections, and building egress clear and unobstructed
3. Shall not obstruct designated emergency vehicle parking and access
4. Correct any violations prior to opening for business for the special event
5. Maintain all fire and life safety requirements for the duration of the special event
6. **Mobile Food Vendors** – Shall review and adhere to the City of Bellevue Fire Department Public Information Handout F-68 and the requirements for Mobile Food Vending
 - a. Portable fire extinguishers are required for all mobile food vendor operations.
 - b. All portable fire extinguishers shall be maintained and inspected on an annual basis and the pressure gauge reading or indicator shall be in the operable range or position. A current service tag shall be affixed to the fire extinguisher. A fire extinguisher (having a minimum size of 2A-10BC classification) will be required in addition to any Class “K” portable fire extinguisher.
 - c. If deep fat fryers are used operators shall have and maintain a Class “K” portable fire extinguisher.
 - d. All mobile food vendors with any commercial cooking equipment producing grease laden vapors shall be equipped a Type I hood. All hood and duct fire extinguishing systems shall be inspected by a certified fire protection company within the past 6 months and have a service tag affixed to the fire protection system.
 - e. Propane (LPG) cylinders and vessels shall be affixed and secure to the portable food service platform in a manner that provides a reasonable expectation of security while parked or in transit.

- f. All applicable DOT regulations shall be followed.
- g. Compressed gas cylinders are required to be requalified or replaced every 5-12 years depending on the cylinder type, condition, and previous qualification method.
- h. LP-gas shall not be used for the purpose of operating devices or equipment unless such device or equipment is approved for use with LP-gas
- i. Safety devices on LP-gas containers, equipment and systems shall not be tampered with or made ineffective. All LP-gas supply hoses shall be inspected by the operator for tight-fitting connections.
- j. Portable generators and other internal combustion power sources shall not be located within 20 feet of mobile food vending while in operation and shall be isolated from contact with the public by fencing, enclosure, or other approved means.

Exception: Portable generators not exceeding 6,500 watts when located in an area not readily accessible to the public.

- k. Portable generators and other combustion power sources shall not be refueled while the generator or other internal combustion power source is operating.
- l. (**Ref.: BCC 23.11.105**) Mobile food preparation vehicles. A permit is required for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG systems.
 - i. The Bellevue Fire Department is participating in the Washington State Association of Fire Marshal's (WSAFM) food truck inspection program. Food trucks can now receive a WSAFM checklist inspection from any of the [participating fire departments](#), and that inspection will be recognized by all participating fire departments, including the Bellevue Fire Department each year. Each mobile food vendor must have a current fire inspection from one of these participating agencies as well as a current fire operational permit from any fire department in Washington State, starting April 1, 2024.
 - 1. [WSAFM food truck inspection checklist](#) | [繁體中文](#)
[建築安全和消防執行法規](#) | [Español](#) | [Af-Soomaali](#) | [한국어](#) |
[Tiếng Việt](#) | [አማርኛ](#) | [Tagalog](#) | [ภาษาไทย](#) | [日本語](#)
 - 2. Permit applications: To apply for an operational food truck permit through the Bellevue Fire Department, [visit our website](#).

Pyrotechnics and Open Flames Displays (SEPARATE PERMITS REQUIRED)

All Pyrotechnic displays are required to be permitted by the City of Bellevue Fire Department. A licensed pyrotechnic operator is required for all displays. The following information is required for a Pyrotechnic Permit:

1. A copy of the operators and crew licenses
2. Detailed site plan of shooting area, including measurements and fallout zones
3. Show script with a list of products to be used
4. Method of transport and storage plan
5. Certificate of liability insurance
6. Hold harmless or co-insured insurance for the City of Bellevue

Some effects may require a demonstration at the request of the Fire Department. Fire Department standby personnel are required, and the Event Sponsor/Permit Holder may be obligated to pay a standby and fire inspection fee.

All Open Flame and theatrical flame exhibitions shall be reviewed by the Fire Department. Open Flame exhibitions shall include, but not be limited to the following:

1. Fire dancing
2. Stage props and effects
3. Fire eating
4. Magic acts
5. Bon fires

Temporary Stages (SEPARATE PERMIT REQUIRED)

Temporary stages for entertainers in excess of ***400 square feet*** shall not be erected, operated, or maintained for any purpose without first obtaining approval and a permit from the Fire Marshal. The following documents shall be submitted to the fire department for review before a permit is approved:

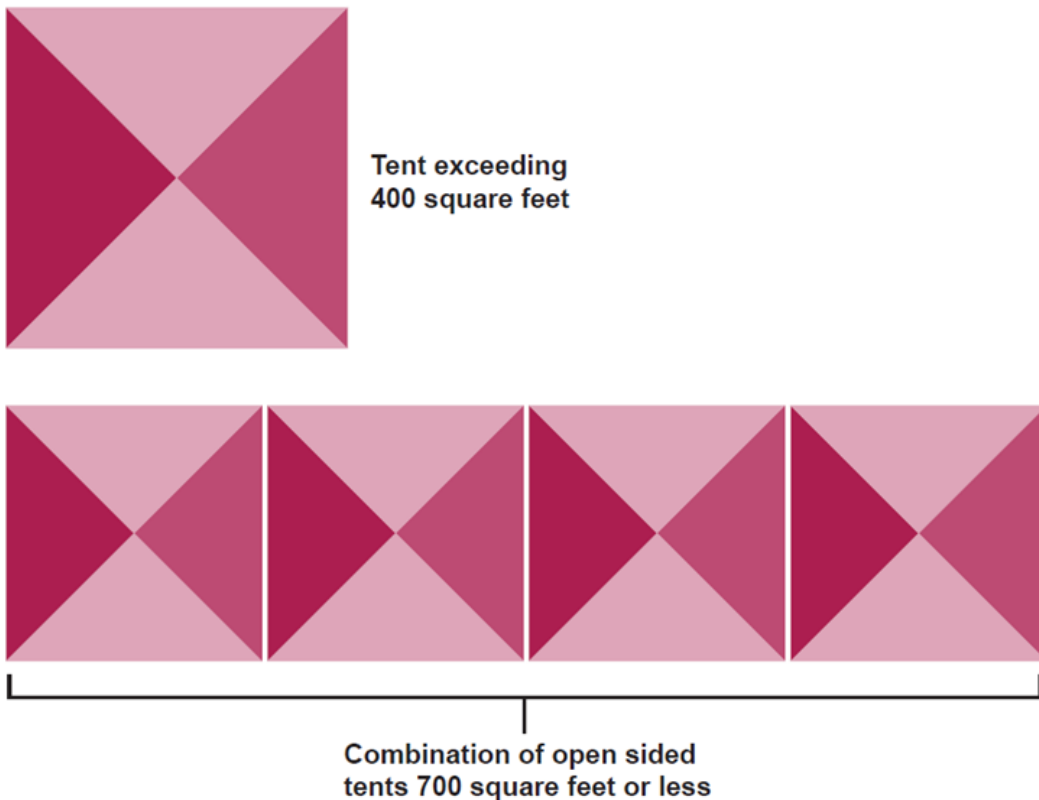
1. Construction documents
2. An operation plan and a document designating the responsible party

NOTE: The owner of a temporary stage canopy shall employ a qualified, independent approved agency or individual to inspect the installation of a temporary stage canopy.

3. The inspecting agency will provide the Fire Department an inspection report of all findings or discrepancies with the submitted construction documents and the stage installation.
4. Discrepancies shall be identified and corrected before the structure can be utilized/occupied.

Tent/Canopies Permit Information (SEPARATE PERMIT REQUIRED)

A Fire Department Temporary Permit is required for tents and membrane structures having an area in excess of **400 square feet**, and/or canopies in excess of **700 square feet**. A permit is required when the aggregate area of individual *canopies* exceeds **700 square feet** when placed side-by-side without separation. Placing 700 square foot canopy arrangements at least **12 feet** apart is allowed without a permit. If cooking or heat sources are planned, you must file for a permit. For questions, please contact the Fire Marshal's Office, Fire Plan Review Staff at (425) 452-4122 or (425) 452-4254.



1. **Access** – Access shall be maintained for all tents, canopies, and membrane structures. Tents, canopies, or membrane structures are best located at least 20 feet from lot lines, buildings, other tents, canopies, or membrane structures.

Exception: Separation distance between membrane structures, tents and canopies not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet. A permit and inspection

are required to ensure compliance. Event Sponsor/Permit Holder may be obligated to pay a fire inspection fee.

Exception: Separation from other buildings is not required when the canopy or tent structure is less than 10,000 square feet in size, the occupancy load is not exceeded, egress provisions are met, and adequate fire apparatus access is provided. A permit and inspection are required to ensure compliance. Event Sponsor/Permit Holder may be obligated to pay a fire inspection fee.

2. **Bracing** – Tents, canopies or membrane structures and their accessories shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing.
3. **Flame Resistance** – Tents, canopies, membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame-retardant material in an approved manner. Membrane structures, tents and canopies shall have a permanent affixed label bearing the identification of size and fabric or material type.
4. **Smoking** – Smoking shall not be permitted in tents, canopies, or membrane structures. Approved “No Smoking” signs shall be conspicuously posted.
5. **Exits** – Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of less than 8 feet. Exits shall be clearly marked with approved exit signs when the exit serves an occupant load of 50 or greater. The surface of means of egress shall be maintained in an approved manner.
6. **Open Flames** – 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 feet of the tent, canopy or membrane structures while open to the public unless approved by the Fire Marshal.
7. **Cooking/Warming Devices** – Tents where cooking is performed shall be separated from other non-cooking tents, canopies, or membrane structures by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. If a cooking device emits sparks or grease laden vapors (example: deep-fat frying), it must be separated from the tent/canopy by at least 20 feet. Warming of foods that use solid flammables, tent/canopy by at least 20 feet. Warming of foods that use solid flammables, butane or other similar devices which do not pose an ignition hazard are typically approved.

- 8. Fire Protection** – A portable fire extinguisher having a minimum 2A-10BC (5 lbs.) rating shall be provided at an interval of not less than 75 feet of travel distance. Each tent or canopy where cooking takes place shall also be equipped with a portable fire extinguisher of the sodium bicarbonate, potassium bicarbonate, or Class “K” type.
- 9. Combustible Materials** – All combustible materials shall be kept away from exit travel and heat sources.
- 10. Electrical Cords** – Extension cords shall service one appliance and shall be three-wire type with a ground. All cords shall be protected from physical damage and foot traffic. One (1) UL listed multi-plug adapter is allowed per extension cord, but this device may not power other extension cords or multi-plug adapters. All spliced wires and open junction boxes are not permitted. All extension cords must be appropriately sized for the electrical load they supply.
- 11. LP-gas** – LP-gas containers shall be located outside. Cylinders must be secured to prevent from falling. Safety release valves shall be pointed away from the tent, canopy, or membrane structure. Portable containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.

Portable Generators

Portable generators shall not be located inside or within 20 feet of a tent or membrane structure and shall be isolated from contact with the public by fencing, enclosure, or another approved means. Refueling shall not occur within 20 feet of tents or membrane structures. Additionally, refueling shall not be allowed while the generator is actively running. Fuel storage shall not be located closer than 50 feet from tents or membrane structures. Refer to the mobile food vending public information handout for direction with generators used in conjunction with mobile food vending.

Private Ambulances

Comply with all applicable sections of the Bellevue City Code, Chapter 5.04, if a private ambulance company is to provide emergency medical standby at a community event.

The ambulance company shall notify the Fire Chief in writing 14 days prior to the event stating the date, time, and scope of standby responsibilities. Ambulance company standby for handling basic life support calls must obtain prior approval and parameters set forth by the Fire Chief.

At the event, the Ambulance companies shall initiate 911 notification on all advanced life support/life threatening calls as required pursuant to BCC 5.04.130. All emergency

medical activity provided shall be documented and a report shall be forwarded to the Fire Chief within one week of the completion of the event.

Recreation Fire Requirement

A Recreation fire is a fire designed only for cooking, pleasure, or ceremonial purposes. Burning of rubbish or garbage is not allowed. The fire cannot be larger than three (3) feet in diameter and two (2) feet in height. Fires may be no closer than 25 feet to any structure and user must have a shovel and a charged portable garden hose or a fire extinguisher with at least a Class 4A classification. Recreation Fires are not allowed during times of impaired air quality.

Please contact the Puget Sound Clean Air Agency (PSCAA) at 800-595-4341 for air quality information.

Recreational fires may be prohibited depending on location, so check with the location authority first. For example, the City of Bellevue Parks & Recreation.

Fire Department Contact Information

City of Bellevue Fire Department

Fire Marshal's Office

450 110th Avenue NE

Bellevue, WA 98004

Phone: (425) 452-6872, option 4 or (425) 452-6892

Email: Fire_Prevention@bellevuewa.gov