



City of Bellevue Fire Department
 P.O. Box 90012
 Bellevue, WA 98009 (425) 452-6872

Operational Permit Application Assembly Occupancy (Until Revoked)

Work or activity requiring a permit shall not commence until such work or activity has been inspected and/or authorized with a valid permit. Violation of this condition may result in additional permit or inspection fees.

GENERAL INFORMATION (to be completed by the permit applicant)

Business Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone No.	
Email Address:		
Description of Use (Explain):		

LOCATION OF PERMITTED ACTIVITY (if different than above)

Business Name:		
Address:		
City:	State:	Zip:

PERMIT BILLING (if different than above) (Permits will be invoiced by the City of Bellevue)

Business Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone No.	
Email Address:		

Permit fee: Go to the website for the [permit fee schedule](#). Permits will be invoiced by the City of Bellevue:

- Temporary use permits are invoiced within 30 days of permit issuance.
- Until revoked permits are invoiced January each year.
- All permits are subject to a late fee if not paid within 30 days of receipt.

Governmental or non-profit organizations are exempt from permit fees. If non-profit, please provide IRS documentation for non-profit status.

Once completed, please send this application to Fire_Prevention@bellevuewa.gov

 Applicant Signature

 Date

FIRE PREVENTION OFFICE USE ONLY:

Date Received:	Application Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	
Reviewed By:	Date:
*** SEE PERMIT CONDITIONS ATTACHED ***	



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PERMIT CONDITIONS ASSEMBLY OCCUPANCIES

The following conditions shall be adhered to at all times for the permit to be valid.

- An operational permit is required to operate a place of assembly.
- A separate operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.
- Every room or space in an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space.
- Except as specifically permitted, egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort.
- In assembly occupancies having an occupant load of 300 or less, and in places of religious worship, the main exterior door or doors are permitted to be equipped with key-operated locking devices from the egress side provided:
 - A. The locking device is readily distinguishable as locked;
 - B. A readily visible durable sign is posted on the egress side on or adjacent to the door stating: **THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED.** The sign shall be in letters 1-inch high on a contrasting background.
- Manually operated flush bolts or surface bolts are not permitted on exit doors.
- The unlatching of any door or leaf shall not require more than one operation.
- Doors serving rooms or spaces with an occupant load of 50 or more in an assembly occupancy shall not be provided with a latch or lock unless it is panic hardware or fire exit hardware.
- Required exit accesses, exits or exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency when the areas served by such exits are occupied. Security devices affecting means of egress shall be subject to approval of the fire code official.
- Furnishings, decorations or other objects shall not be placed so as to obstruct exits, access thereto, egress therefrom, or visibility thereof. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit.