

Special Event Fire Watch:

A permit is required when in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity. The owner/agent shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

Conditions of this permit are as follows:

- Must have at least one (1) dedicated person with a relief person. This person must have a means of identifying themselves as an authorized representative of fire loss prevention
- This person shall be familiar with the building and physically able to walk constantly
- Must have keys to all areas of concern
- Be trained to identify the fire hazards
- Know how to use a fire extinguisher
- Know how to initiate the alarm system
- Know how to notify the fire department
- Know the evacuation plan
- Check all exits and ensure they are clear and assessible
- Must do daily reports consisting of person on duty, times of patrol, any occurring events, any deficiencies discovered and the corresponding resolution

During the application process be prepared to provide information regarding the type of event or activity that requires the permit, the start date and time as well as the end date and time.