

## Special event permit application

Special events require a permit and inspection to protect life and property, prevent fires, and comply with local fire codes.

### Application submittal

Applications for a special event permit must be submitted **at least 10 days prior** to the date of event. Applications that are received less than 10 days prior to the event will be subject to late fees.

Applications must include the following:

- Special event permit application
- Detailed site plan or floor plan on 8-1/2" x 11" size paper or larger.

Outdoor events require a site plan depicting the layout of the event.

Indoor events require a floor plan with the following information:

- Floor plan indicating layout and dimensions of the structure(s)
- Aisle widths, minimum ten feet
- Exit locations
- Fire extinguisher locations
- Locations of any cooking facilities
- Locations and size of LPG tanks, if applicable
- Locations and quantities of any flammable or combustible liquids
- Locations of any open flame or spark producing equipment
- Locations and quantities of any arms and/or ammunition
- Locations of gas fueled vehicles

### Submit application at either location.

Permit Center  
Public Service Center  
1300 Franklin St., Vancouver 98660

Fire Marshal's Office  
Public Safety Complex  
505 NW 179<sup>th</sup> St., Ridgefield 98642

### Application review

Our office will review the application to establish the conditions associated with the event. Special event plan review and/or inspection fees must be paid prior to the site inspection.

Applicants can pickup approved plans at the Permit Center in downtown Vancouver.

### Final inspection

All setup must be complete prior to the final inspection. Be sure to allow yourself enough time to make any corrections that the inspector may require.

To schedule your final inspection, contact our office at least one business day prior. Permit must be on site at the time of final inspection.

Contact: Curtis Eavenson, Deputy Fire Marshal

Phone: (360) 397-2186 ext. 3320

Email: [curtis.eavenson@clark.wa.gov](mailto:curtis.eavenson@clark.wa.gov)

Hours: Tuesday through Friday  
7:00 a.m. to 5:00 p.m.

**Final approval of the permit is subject to inspection approval at the time of setup.**

Revised 4/17/12



Public Safety Complex  
505 NW 179<sup>th</sup> ST, Ridgefield, Washington  
Phone: (360) 397-2186 Fax: (360) 397-2076  
[www.clark.wa.gov/development](http://www.clark.wa.gov/development)



For an alternate format, contact the Clark County ADA Compliance Office.  
Phone: (360)397-2322  
Relay: 711 or (800) 833-6384  
E-mail: [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

Application date: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Event name: \_\_\_\_\_

Event location: \_\_\_\_\_

Is this event at the Clark County Fairgrounds or Exhibition Hall? Yes / No \_\_\_\_\_

If yes, halls used: A B C Other buildings: \_\_\_\_\_

Event date(s) and hours: \_\_\_\_\_

Set-up date(s) and hours: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

In the space provided, please include as much detail as possible regarding the type of event and activities planned. The contact person listed above will be responsible for compliance with conditions as well as being responsible for providing any additional information requested by our office.

Description of Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_