



## Cascade Locks Fire & EMS Fire Marshal's Office

505 Wa-Na-Pa St.  
541-374-8150

Cascade Locks OR. 97014  
Fax 541-374-8152

### **REQUIREMENTS FOR ASSEMBLY EVENTS IN NON-ASSEMBLY BUILDINGS**

**Warehouses ... Parking Garages ... Vacant Buildings, etc.**

#### 1. **PERMITS:**

- A **permit** from the Fire Marshal's Office is required for a facility (or any area of the facility) which may be occupied by 250 or more people.
- Permit applications are available from the City Hall at 140 Wa-Na-Pa St., Cascade Locks OR 97014.
- A **permit fee** of **\$50.00 - 300** is required (Depending on Square Footage of area to be used).
- Make check payable to "City of Cascade Locks Fire".

#### 2. **OCCUPANCY LIMITS:**

- The legal occupancy load allowed will be shown on the approved permit. **Do not exceed this limit.**

#### 3. **FLOOR PLANS:**

- A detailed floor plan must include:
  - A copy of the lease agreement, including the name(s) and phone number(s), including after-hours number(s), of the building's contact person.
  - A copy of any flyer(s) or other forms of advertising for the event.

#### 4. **DECORATIONS:**

- All decorations must be shown on the floor plan.
- All decorations must be approved in documents supporting the permit.
- No visqueen or other decorations may be placed inside the building, unless rendered flame-retardant and meet standard fire regulations.

#### 5. **EXITS:**

- Centered above EACH marked "**EXIT**", there must be an electrically powered, battery back-up exit sign with two emergency lights.  
NOTE: PLUG IN EXIT SIGNS A FEW HOURS BEFORE EVENT TO CHARGE THE BATTERIES.
- Roll-up doors which will be used as exits must be open at least 8' during event.  
NOTE: These doors may be covered with 2 mil or thinner clear visqueen, taped in place, but visqueen must have "relief" cuts from top to bottom of exit openings.
- Additional doors may also be required as exits.

#### 6. **SECURITY:**

- A minimum of 6 security personnel is required on-site during the entire event.
- More security personnel may be required depending on the occupant load or event layout.
- Every security person must carry a working flashlight.
- Security personnel must be easily identifiable by use of T-shirts or similar attire.
- Security personnel must do a pat down and inspection of bags, purses, backpacks, etc. of each person entering the event and confiscate any illegal items.

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### **7. CALENDAR RESTRICTIONS:**

- A maximum of six events per calendar year is allowed at any one location, no matter who sponsors the event in non-assembly type buildings.

### **8. ALCOHOL:**

- No alcoholic beverages are allowed at the event unless the proper OLCC permit is obtained and a copy is included with the permit application.

### **9. FIRE EXTINGUISHERS:**

- At least one 2A-10BC fire extinguisher is required for each DJ area.
- More extinguishers may be required depending on the facility and the event layout.

### **10. PARKING:**

- No parked vehicles or other obstructions are allowed in front of exits.

### **11. BUILDING CONSTRUCTION:**

- All buildings must meet construction code requirements.
- Normally, basement and upper floors will not be approved for use.

### **12. FLAMMABLES:**

- Open flames and other flammables are not allowed inside the building, unless mentioned specifically as part of the approved permit.

### **13. NOISE:**

- Contact the Ordinance Enforcement Officer at 541-374-8484 to verify whether a noise permit is required for your event.

**Violation of the following requirements may result in a citation at the time of inspection.**