



# CASCADE LOCKS FIRE & EMS

## Fire Marshal's Office

**140 Wa-Na-Pa St. / P.O.BOX 308  
97014**

**CASCADE LOCKS OR**

**Phone: 541-374-8510**

**Fax 541-374-8152**

### PERMIT APPLICATION FOR PUBLIC / SPECIAL EVENTS

- FOR:**
- Trade Shows
  - Concerts
  - Banquets
  - Fenced Outside Events
  - Outside Tents
  - Assembly Events in Non-Assembly Buildings
  - Haunted Houses

<i>FOR FIRE DEPARTMENT USE ONLY</i>	
PERMIT # _____	AMT. SUBMITTED WITH APPLICATION \$ _____
DATE REC'D. _____	CASH / CHECK # _____
RECEIPT # _____	REC'D FROM _____
BLDG. KEY # _____	CODES _____
	OCC. LOAD _____

**This Public / Special Event Permit is required for:**

- Assembly events both inside buildings and outside buildings (when fenced), when more than 250 people may attend.
- Haunted houses, regardless of occupant load.
- Assembly events in non-assembly buildings, or outside tents, when 200 or more people may attend.

**A Separate Pyrotechnic / Special Effects Permit is required for:**

- Pyrotechnics (other than outside fireworks) at concerts, movies, school plays, theater, etc.

**Permit fees** are determined by the square footage of the area being used. If more than one assembly area is used, the permit fee is determined by the total square footage of all areas, including haunted houses.

- Up to 25,000 square feet **\$50.00**
- 25,001 to 100,000 square feet **\$100.00**
- 100,001 to 250,000 square feet **\$150.00**
- 250,001 & over **\$300.00**

**Fee for pyrotechnics**

- Land Based **\$50.00**
- Water Based **\$100.00**

Complete this form and submit with payment and one complete floor plan of the area being used for the event, drawn to scale. If floor plan is larger than 11" x 17", submit two copies. Plans cannot be reviewed without all submittal criteria. Permits will be issued after plan review is completed and payment is received.

**Make check payable to "City of Cascade Locks".** Either bring or send packet of required materials, including plans, paperwork and payment to: **PERMITS – Cascade Locks Fire & EMS, 140 Wa-Na-Pa St. / P.O.BOX 308, Cascade Locks OR 97014.**

NOTE: Complete packet must be received at least FOURTEEN (14) calendar days before the event. Any permit request packet received after deadline will be charged double fees.

Event Name: \_\_\_\_\_

Event Facility: \_\_\_\_\_ Facility Address: \_\_\_\_\_

Facility Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Dates event open to the public/customers: \_\_\_\_\_ Opening and closing times: \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_

