



special events

New Issue January 1, 2020

purpose

Operational permits are required under the 2018 International Fire Code, Section 105.6, as adopted by Harris County Commissioners Court. The operational permit, when issued, allows the applicant to legally conduct the operation or business permitted for a period of time.

requirements

Each operational permit will be issued once an application has been completed appropriately, and all applicable documents have been uploaded. Some operational permits will not be issued until an inspection is passed, but the applicant should realize that submission of an application for an operational permit does subject the operation or business to inspections from the Fire Marshal's Office.

Applications will be completed electronically and all required documentation will be required to be uploaded electronically. There shall be no paper submissions for operational permits. Permit application shall be completed and submitted through the Harris County E-permits system, <https://epermits.harriscountytx.gov/>. Once the application is received along with all required documentation, a review will be conducted by the fire code official and an inspection scheduled if required. When the permit process is complete and authorization is given, the applicant will be notified that the permit is issued and the duration of the permit will be indicated for renewal.

All operational permit application will begin with generalized information requirements. This information will pertain to the business owner, operator, applicant, address, etc. Furthermore, all permit applications will require a written statement describing the operation or business to be permitted. Once the applicant completes the generalized information, a choice will be made for which type of permit will be needed. There are some businesses, which will require multiple permits, and an application will need to be completed for each type of operational permit. When a choice is made of which operational permit is being applied for, the applicant will be directed to additional questions as well as asked for documentation to be uploaded. The specifics for each type of permit is listed below. It should be noted that this standard is written to give generalized information about operational permits and upon review of any application, additional information may be requested prior to the approval of any permit.



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Special Events will include any organized, temporary event with an estimated number of participants and spectators of 100 or more people set up outdoors in a parking lot, side of the road or open land. These operational permits are unique in nature and usually operate for a short period. Special Event permits shall be renewed prior to the start of any new event. Special Event operational permits will cover the following code sections:

- Carnivals and Fairs (105.6.4);
- Exhibits and Trade Shows (105.6.13);
- Outdoor Assembly Events (105.6.36);
- Temporary Membrane Structures (105.6.47);
- Tents, and Canopies (105.6.47);
- Liquid-or Gas fueled vehicles in assembly buildings (105.6.26);
- Fireworks/Pyrotechnics – If an event includes the use of pyrotechnics, flame effects, or a firework display 1.4G or 1.3G, a pyrotechnics operational permit is required. The licensed pyrotechnics shooter or representative company shall complete a separate application and all required information and documentation as outlined under the pyrotechnic operational permits section (105.6.40) shall be compliant.

Any event that is anticipated to effect a public roadway including road closures, SHALL have the application, including road closure plans, submitted no later than 90 days prior to the intended start date of the event. The application packet will be forwarded to the Harris County Traffic Division for review and approval. However, it is recommended that the event coordinator make contact with the Traffic Division, to answer any additional questions or provide further information if needed. **A failure to turn in the Special Event application involving public roadway impact, with less than 90 days' notice could result in the special event application being denied or permit fees doubled.**

All other special events which do not anticipate public roadway impact, SHALL have application packet submitted a minimum of 30 days prior to the event start date. **A failure to turn in a special event application 30 days prior to the anticipated start date of the event could result in a denial of permit or double permit fees.**



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application information continued...

When applying for a Special Event operational permit the applicant shall provide the following information:

- Contact information for the promoter, coordinator, and property owner (Name, Address, Phone, and E-Mail);
- Detailed written description of the on-site operation including dates and time of operation and the estimated number of attendees total;
- Site plan identifying all event entrances, fire department access, layout of vendors, rides, cooking locations including LP gas storage or solid fuel storage, access gates, storage areas, tent(s), placement of Stages, Bleachers, or Grandstands, use of portable toilets, and fire extinguisher, Temporary structures, all exit signs, water supply (fire hydrants, tanks), first aid stations, medical tent(s), and all street closures around the event;
- Copy of the sites security plan, crowd management plan, the emergency plan, medical and safety plan, compliant with Chapter 4 of the International Fire Code, 2018ed.;
- Written statement identifying number of cylinders, volume of cylinders, amount of LP-gas on-site, type of LP-gas used [Liquid propane (LP) and natural gas];
- Detailed information on any Tent or Temporary structure on-site;
- Written documentation stating if alcohol is going to be sold, served, or consumed;
- Written documentation stating if food is to be served.

OPERATIONAL PERMITS