



**ROSEBURG FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**

fireprevention@cityofroseburg.org

700 SE Douglas Avenue  
Roseburg, OR 97470  
Phone (541) 492-6770

**Special Events Assembly Checklist**

Location: \_\_\_\_\_ Date(s) of Operation: \_\_\_\_\_

Organizer / Responsible Person: \_\_\_\_\_

The following requirements will be used for guidance in the issuance of a fire department permit for dances, carnivals, flea markets or similar events which are open to the public and set up inside a structure not designed for these specific uses, per 2010 Oregon Fire Code (OFC) section 105.6.34.

Initials (Applicant)

\_\_\_\_\_ The total number of occupants in the facility at any time shall be limited to a number determined by the Fire Prevention Bureau.

\_\_\_\_\_ No open-flame devices or temporary heaters are allowed in the occupancy.

\_\_\_\_\_ Use of untreated combustible material is prohibited. All combustible material shall be treated or protected so that it is essentially rendered and maintained flameproof in a manner acceptable to the Fire Prevention Bureau. This includes all harvest decorations such as cornstalks, dry branches, and hay.

\_\_\_\_\_ Exits shall be a minimum of 3 feet wide and 6 feet, 8 inches high. Each exit shall have exit signage as per Fire Prevention Bureau requirements.

\_\_\_\_\_ Blocking, locking or in any way impeding ready access to any marked or required exit is prohibited. All exit ways shall be kept clear of any obstructions or storage.

\_\_\_\_\_ A sufficient number of fire extinguishers shall be provided to ensure that the maximum travel distance to any extinguisher does not exceed 75 feet. The minimum acceptable rating (size) is 2A:10B:C. All fire extinguishers shall be mounted in a conspicuous location. Staff members shall be instructed in the proper use of the extinguishers.

I have read and understand the above listed conditions and will comply with these requirements.

Signature \_\_\_\_\_

Date \_\_\_\_\_