



ROSEBURG FIRE DEPARTMENT FIRE PREVENTION DIVISION

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Haunted House or Similar Temporary Installations Permit / Checklist

Note: Oregon Fire Code Section 105.6.34 Places of Assembly.
An operational permit is required to operate a place of assembly.

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 haunted houses, fun houses, or similar installations which are open to the public and set up for 90 days or less inside a structure not designed for this specific use. All conditions are taken from the 2007 Oregon Fire Code (OFC) Appendix H.

Initials (Applicant)

_____ There shall be no dead-end corridors, and there must be an obvious exit out of any maze every 50 feet of linear travel. All aisles shall be a minimum of 4 feet wide and 6 feet, 8 inches high. All stairways must be illuminated at a level of at least 1 foot-candle.

_____ Groups shall consist of not more than 20 persons. Each group of children ages 12 and under must be accompanied and supervised by a staff person who is 18 years of age or older. The staff person must have in her/his possession an operable flashlight and be completely familiar with the facility and the approved emergency plan.

_____ There will be no smoking allowed at any time inside the occupancy as noted in 2010 OFC Section 310.2.

_____ All electrical installations shall meet the requirements of the Oregon Electrical Specialty Code.

_____ The Fire Prevention Bureau shall be contacted for an inspection and the planning of an evacuation procedure prior to opening the facility to the public. The evacuation plan and occupancy shall be approved by the Fire Prevention Bureau prior to public access.

_____ A floor layout shall be provided to the Fire Prevention Bureau at the time of inspection.

_____ 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 50 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.

_____ Staff guides shall be provided with two-way communications that have a demonstrated capability of being heard throughout the entire facility. A central public address system or a portable system can be used in place of the two-way communications provided that it has the ability to be controlled in a central location. Communications shall be used for the purpose of giving directions during emergency situations.

Additional comments / requirements:

Signature _____

Date _____

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