PLACE OF ASSEMBLY
FIRE INSTALLATION PERMIT – SUBMITTAL CHECKLIST

Building Permit #_____ Fire Permit #_____

Project Name/Tenant: _____

Site Address: _____ Bldg/Unit/Suite: _____

Applicant: _____ Phone: _____

An IFC Fire Installation Permit to operate a place of assembly is required to use a building or portion of a building for the gathering of 50 or more people for purposes such as civic, social or religious functions, recreation, food or drink consumption, or awaiting transportation.

The following information is required at time of application for the Fire Installation Permit:

Permitting Requirements:

- ❑ Completed Fire Installation Permit Application & Submittal Checklist
- ❑ A separate Fire Installation Permit is required for each place of assembly within a building.
- ❑ Submit (2) sets of plans for review by the Redmond Fire Prevention Division

Plans:
The following is a list of information required on all plan submittals for review of a place of assembly. The plan shall be drawn to 1/8" scale minimum. The applicant is required to submit all of this information so an accurate and timely review may be done:

General Requirements:

- ❑ Provide a seating plan(s) of all possible seating configurations of the room being used as a place of assembly. The plan shall indicate the dimensions of all aisles, seating and/or fixed equipment.

Occupant Load:

- ❑ Every room or space that is an assembly occupancy shall have the maximum occupant load of the room or space posted in a conspicuous place, near the main exit from the room or space. Posted signs shall be of a legible permanent design and shall be maintained by the owner or occupant of the space. (IFC 1004.3)

- ❑ For areas having fixed seats and aisles, the occupant load shall be determined by the number of fixed seats installed. The occupant load for areas in which fixed seating is not installed, such as waiting and wheelchair spaces, shall be determined in accordance with Section 1004.1.1 and added to the number of fixed seats. (IFC 1004.7)

- ❑ For areas having fixed seating without dividing arms, the occupant load shall not be less than the number of seats based on one person for each 18 inches of seating length. (IFC 1004.7)

- ❑ The occupant load of seating booths shall be based on one person for each 24 inches of booth seat length measured at the backrest of the seating booth. (IFC 1004.7)

- ❑ **Exit Doors:**
- ❑ Each door in a means of egress from a Group A occupancy having an occupant load of 50 or more shall be provided with panic hardware. (IFC 1008.1.9)

- ❑ In buildings of Group A occupancy having an occupant load of 300 or less, the main exterior door(s) are permitted to be equipped with key-operated locking devices from the egress side provided:

  - ❑ The locking device is readily distinguishable as locked.

  - ❑ A readily visible durable sign is posted on the egress side on or adjacent to the door stating: **THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED**. The sign shall be in letters 1 inch high on a contrasting background.

Exit Signs:

- ❑ Exits and exit access doorway shall be marked by an approved exit sign readily visible form any direction of egress travel. Exit signs shall be installed in accordance with IFC Section 1011.

- ❑ Exit signs shall be green on a contrasting background. (RMC 15.06.013(36))