

FIRE DISTRICT OPERATIONAL PERMIT

SPECIAL EVENTS INFORMATION / APPLICATION

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APPLICATION INSTRUCTIONS

- All applications must be submitted a minimum of 30 days prior to the scheduled event.
- Submitting an application does not constitute approval. Final approval will be granted only after all reviews and inspections are completed.
- Submit all forms and supporting documents (e.g., site plan, insurance certificate) to the Fire Marshal's Office via the online permit portal.
- Contact the appropriate City or County authorities for additional permits as needed.
- A final inspection may be required before or during the event.

FEES

Special Event Permit \$205.00

Special Events Additional Inspection/Days \$110.00

Payment link will be sent via our permit portal during application review.

AGENCIES HAVING JURISDICTION

Fire District: ☐ Middleton Rural Fire District ☐ Star Fire Protection District

Law Enforcement: ☐ Ada County Sheriff ☐ Canyon County Sheriff ☐ Other: _____

Emergency Medical Services: ☐ Ada County Paramedics ☐ Canyon County Paramedics

City: ☐ City of Eagle ☐ City of Middleton ☐ City of Nampa ☐ City of Star

County: ☐ Ada County ☐ Canyon County ☐ Gem County

Health: ☐ Central District Health ☐ Southwest District Health ☐ Other: _____

Roadway: ☐ Ada County Highway District ☐ Highway District 4 ☐ ITD ☐ Other: _____



CONTACT INFORMATION

Middleton Rural Fire District
Star Fire Protection District
11665 W. State Street, Suite B
Star, Idaho 83669

Phone: (208) 286-7772

Website: www.midstarfire.org

Portal: www.midstarfirepermits.org



FIRE DISTRICT OPERATIONAL PERMIT

SPECIAL EVENT SAFETY PROVISIONS INFORMATION

APPLICATION INFORMATION:

The Permit application process begins with an application submitted to the Fire District. The acceptance of the application shall in no way be considered as final approval. Permit applications must be received no later than thirty (30) days prior to the actual date of the event. Submit the completed application and supporting documentation to the Fire District Fire Marshal. It shall be the responsibility of the applicant to contact the City, County, or both in which the event is being held for any additional permits that may be required. An inspection of the venue is required before and/or during the event and final approval will be issued at the time of the final inspection.

LETTER OF INTENT / EVENT DESCRIPTION:

A brief overview of the activity/event, including the types of activities, equipment, and amenities it will have (e.g., tents, amusement rides, cooking vendors, fireworks, propane heaters, generators). Total expected attendance over the course of the entire activity/event and maximum peak attendance at any one-time Date and time of day the activity/event will be ready for inspection. Name(s) and phone number(s) of on-site contact(s) the inspector will be working with

SITE PLAN/ ROUTE MAP/INTERIOR PLANS:

To ensure appropriate review for each event, it is required to submit a detailed site plan and route map with the application. This is applicable for moving routes and fixed venues. The site plan shall be submitted in a clear and legible manner. Larger maps or blueprints may be necessary.

Site Plan/Route Map shall include but not limited to the following:

- Emergency Service access shall comply with the International Fire Code.
- full property view with surrounding streets, other structures, and fire department access roadways (on-line maps work well for this) and hydrants.
- Include a separate map showing street closures, if there are any, and types and locations of barricades.
- Provide distances between the event amenities, equipment, and other structures.
- If applicable, identify areas where cooking or other activities will take place and the location of any generators or other amenities.
- Fences, barriers, and other obstructions to pedestrian or vehicle access
- Logistic area. (Deliveries, pick-up, trash services, staging)

Interior Plans: interior plans are required for activities/events in a building or tent. Include but not limited to the following:

- Placement of fire extinguishers.
- Location and width of exit doors/openings.
- Location of exit, no smoking, and other signage.
- Location of emergency lighting fixtures and their power source (battery, generator).
- Stages and platforms.
- Tables and seating layout, including width of aisles between tables/seating areas.

PUBLIC SAFETY PLAN:

If the Fire Code Official determines that an indoor and outdoor event has an adverse impact on public safety (diminished access to buildings, structure, fire hydrants and fire apparatus access roads) or public safety services, the Fire Code Official shall have the authority to order the development of or prescribe a plan for the provisions of an approved level of public safety. The public safety plan shall address items such as emergency vehicle ingress and egress; fire protection, emergency medical service; public assembly area; directing of attendees and vehicles (include the parking of vehicles); vendor and food concessions distribution; the need for law enforcement, and fire and emergency services personnel for such event.



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SPECIAL EVENT SAFETY PROVISIONS INFORMATION

FIRE WATCH PERSONNEL:

One or more Fire Watch personnel shall be provided at every event at the rate of at least one for each event, and at least one per each 1,000 participants or spectators, to remain on duty during the times such places are open to the public, or when such activity is being conducted. Fire Watch personnel shall have access to an emergency service (911) alert system; fire extinguishers and firefighting equipment as necessary; keep diligent watch for fires, obstruction to means of egress and other hazards during the event when accessible to the public or such activity is being conducted, take prompt measures for remediation of hazards, extinguishment of all fires, and assist in the evacuation of the public from structures or event area in needed.

STANDBY PERSONNEL:

One or more trained crowd managers or other qualified people, at a ratio of one crowd manager/supervisor for every 250 occupants, should be provided during the event when such places are open to the public, or activity is being conducted.

SECURITY:

The law enforcement agency having jurisdiction has final authority to determine the event security requirement. Contact the local law enforcement agency regarding security requirements. If the appropriate numbers of licensed private security guards in not provided, or prove to be inadequate, the Fire Marshal, Law Enforcement Agency, and City Officials maintain the right to shut down any or all components of the event and/or to request additional security services. Please note that fees for services may apply.

MEDICAL:

The Emergency Medical Service provider having jurisdiction has the final authority to determine the vent medical services requirement. Contact the Emergency Medical Service agency having jurisdiction for requirements. If appropriate medical services are not provided, or proved to be inadequate, the Fire Marshal, Law Enforcement Agency, City Officials maintain the right to shut down any or all components of the event and/or to request additional emergency medical services. Please note that fees for services may apply.

PARKING AND TRAFFIC:

As an event organizer, there should be a parking and traffic plan suitable for the environment in which the event will take place. Remember that parking, traffic congestion and environmental pollutants are all factors of concern at all events. The plan should include access and/or accessible parking (handicapped), the use of carpools, parking shuttles, public transportation, and alternative modes of nonpolluting transportation whenever possible. The parking and traffic plan shall also be included in the Site Plan/Route Map. You may be required to work with the State and or Local traffic authorities for permit and approval.



FIRE DISTRICT OPERATIONAL PERMIT

SPECIAL EVENT SCREENING FORM

Sections A, B, and C must be completed by the event host, event coordinator, or an authorized representative who is familiar with the overall details of the proposed event. Once completed, please upload the form to our permit portal for review. After we receive your submission, our team will review the information and provide a response with any added requirements, permits, or approvals that may be needed. **Please send your application at least 30 days before your event** to allow enough time for review and processing.

Section A, B, & C TO BE COMPLETED BY HOST OR AUTHORIZED REPRESENTATIVE

A. EVENT INFORMATION

Event Name:		
Site Address:	City:	Zip:
Company/Organization:		
Contact Person:	Role:	
Address:	City:	Zip:
Phone:	Email:	
Property Owner:		
Contact Person:	Role:	
Address:	City:	Zip:
Phone:	Email:	
Contact Person:	Role:	
Have you obtained property use authorization from the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes attach signed documents)		

B. PROPOSED ACTIVITIES AND CONDITIONS: Does the event include any of the following?

1	<input type="checkbox"/> Yes <input type="checkbox"/> No	More than three hundred guests/participants in attendance at any one time?
2	<input type="checkbox"/> Yes <input type="checkbox"/> No	Street or road closures?
3	<input type="checkbox"/> Yes <input type="checkbox"/> No	Overnight group outings are not located in a designated camping area?
4	<input type="checkbox"/> Yes <input type="checkbox"/> No	Individual or adjacent tents/canopies/E-Z Ups/ membrane structures that are either: A) four hundred sq.ft. or larger with one or more sidewalls, or B) seven hundred sq.ft. or larger without sidewalls?
5	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cooking or Beverage vendors? (Food trucks or cooking within tent/canopy/E-Z Up/membrane structure)
6	<input type="checkbox"/> Yes <input type="checkbox"/> No	Carnival or fair activities? (e.g., rides, game booths, food vendors, or contest or demonstrations)
7	<input type="checkbox"/> Yes <input type="checkbox"/> No	Water Activities (e.g., swimming, boating, fishing, or contest or demonstrations)
8	<input type="checkbox"/> Yes <input type="checkbox"/> No	Use of open flames? (e.g., pit BBQ, candles, campfires/bonfires, fire performance, special effects)
9	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pyrotechnics or fireworks? (e.g., aerial or ground effects, proximity, spark machines/fountains)
10	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vehicle on display in an assembly space? (e.g., tent, convention center, mall), or parked in any location. For television/commercial/movie production.
11	<input type="checkbox"/> Yes <input type="checkbox"/> No	Change of building use for the event? (e.g., office or warehouse used for dining, concert, or party, retail space used for a maze or other attraction)



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SPECIAL EVENT SCREENING FORM

Provide a description of the event:

C. CERTIFICATION

I understand that my signature signifies my commitment to the accuracy and completeness of the information provided, and my compliance with all applicable regulations and requirements pertaining to this project. Furthermore, I acknowledge that any false statements or omissions may result in additional fees, delays, or other administrative actions as deemed necessary by the governing body overseeing this application.

Print Name:

Signature:

Date:

SPECIAL EVENT PROPERTY USE AUTHORIZATION FORM

SECTION 1 – EVENT INFORMATION

Event Name: _____

Event Date(s): _____

Event Time(s): _____

Event Location (Address): _____

Type of Event (e.g., wedding, fundraiser, concert): _____

Estimated Attendance: _____

SECTION 2 – PROPERTY OWNER INFORMATION

Property Owner Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

SECTION 3 – APPLICANT (IF DIFFERENT FROM PROPERTY OWNER)

Applicant Name: _____

Organization (if applicable): _____

Phone Number: _____ Email Address: _____

SECTION 4 – PROPERTY USE AUTHORIZATION

I, the undersigned, am the legal owner (or authorized agent) of the property located at the address listed above. I hereby grant permission for the temporary use of the property for the event described above. I understand and agree that:

1. The applicant is responsible for ensuring compliance with all local laws, ordinances, and safety regulations, including those of the fire department, police, and city planning/zoning.
2. The property must remain in the same or better condition following the event.
3. Any structures, tents, generators, or special features must be permitted if required.
4. Noise levels, parking, and crowd management must be appropriately planned and controlled.
5. The applicant must provide proof of general liability insurance covering the special event. Minimum required coverage is \$1,000,000 per occurrence. A certificate of insurance (COI) must be submitted listing the property owner and/or the city/fire district as additional insured.

Property Owner Signature: _____

Applicant Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____



FIRE DISTRICT OPERATIONAL PERMIT

SPECIAL EVENT APPLICATION

THIS SECTION IS TO BE COMPLETED BY APPLICATION

EVENT INFORMATION

Event Name:

☐ 1-Day Event ☐ Multi-Day Event Event Date(s): Star & End Time:

SITE INFORMATION (Where the event is taking place)

Address: City: Zip:

Property Owner/Agent: Title: Phone:

APPLICANTS INFORMATION (Who is requesting the permit)

Business owner/agent: Company: Phone:

Address: City: Zip:

Inspection Contact: Phone: Email:

Is this request on behalf of a city/county, School District, or other public agency? ☐ No ☐ Yes, Agency:

Statement: I hereby acknowledge that I have read this application, that all the information given is correct, and that I am the owner or duly authorized agent of the owner. All permits or certificates issued shall be presumed to contain the provisions that the applicant, agent, and employees shall conduct the proposed activities in compliance with all laws and regulations applicable thereto, whether specified or not, and in complete accordance with the approved plans and specifications. Any permits and certificate which purports to sanction a violation of any applicable law or regulation shall be void, and any approval of plans and specifications in the issuance of such permit shall be likewise void.

Print Name: Signature:

Phone Number: Email: Date:

TO BE COMPLETED BY FIRE CODE OFFICIAL

Received Date: Fire District Permit:

Reviewed Date: Reviewed By:

Event Permits Required: ☐ Yes ☐ No Permit Fee:

☐ Fireworks Display ☐ Tent, Canopies & Temporary Membrane Structure ☐ Mobile Food Preparation
☐ Fire Safety Plan Required ☐ Additional Requirements Documented in Conditions of Approval.

Notes:

Status: ☐ Approved ☐ Approved with Conditions ☐ Denied Inspection Required: ☐ Yes ☐ No

FIRE CODE OFFICIAL (FCO)

Victor Islas, Deputy Chief
vislas@midstarfire.org
(208) 860-1078

FCO SIGNATURE

EMAIL COPY TO: