



FIRE DISTRICT OPERATIONAL PERMIT

INDOOR SPECIAL EVENTS INFORMATION / SCREENING FORM

TABLE OF CONTENTS

1. Special Event Safety Provisions Guide
2. Special Event Screening Form

SCREENING FORM INSTRUCTIONS

- Screening Form shall be submitted a minimum of 30 days prior to the scheduled event.
- Submission of the Screening Form does not constitute approval. Final approval will be granted only after all reviews and required inspections are completed.
- Submit all forms and supporting documents to the Fire Marshal's Office via the online permit portal.
- Contact the appropriate City or County authorities for additional permits as needed.
- A special event permit may be required after the screening is complete. Please note that all fees will apply to the special event permits as outlined below.

SPECIAL EVENTS FEES (WHEN REQUIRED)

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

INDOOR SPECIAL EVENT SCREENING FORM

Sections 1-9 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.

1. EVENT INFORMATION		
Event Name:		Event Type:
Event Dates(s):		Public Hours:
Setup Date/Time:		Tear-Down Date/Time:
Site Address:	City:	Zip:
Host Company/Organization:		
Contact Person:		Role:
Address:	City:	Zip:
Phone:	Email:	
Property Owner:		
Contact Person:		Role:
Address:	City:	Zip:
Phone:	Email:	
Have you obtained property use authorization from the property owner? ☐ Yes ☐ No (If yes attach signed documents)		
2. PROPOSED ACTIVITIES AND CONDITIONS: Does the event include any of the following?		
1	☐ Yes ☐ No	Street or road closures?
2	☐ Yes ☐ No	Vendor/exhibitor booths
3	☐ Yes ☐ No	Tables/chair or banquet seating
4	☐ Yes ☐ No	Food service inside – no indoor open flames or propane
5	☐ Yes ☐ No	Food service outside – Mobile Food Preparation Vehicles
6	☐ Yes ☐ No	Carnival or fair activities? (e.g., rides, game booths, or contest or demonstrations)
7	☐ Yes ☐ No	Live entertainment (DJ/dancing)
8	☐ Yes ☐ No	Temporary electrical equipment (generators, extension cords/power strips)
9	☐ Yes ☐ No	Combustible displays/decoration/drapes/fabric
10	☐ Yes ☐ No	Temporary partitions
11	☐ Yes ☐ 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)



FIRE DISTRICT OPERATIONAL PERMIT

INDOOR SPECIAL EVENT SCREENING FORM

3. EXTERIOR ACTIVITIES

- ☐ Food truck / mobile food preparation vehicle
- ☐ Propane / LP-gas use (EXTERIOR ONLY)
- ☐ Exterior cooking
- ☐ Tent / canopy
- ☐ Generator
- ☐ Exterior vendor or display
- ☐ Other exterior activity: _____

NOTICE: Exterior food trucks/mobile food preparation vehicles are not approved through this Indoor Special Event Permit. Each unit shall comply with the Fire District's regular mobile food preparation requirements, and shall obtain any required operational permit and inspection.

4. REQUIRED PLANS

INDOOR FLOOR PLAN - REQUIRED. Submit a reasonably scaled floor plan showing the entire event area and, as applicable:

- ☐ All exits, exit doors and direction of swing
- ☐ Exit signs and required egress paths
- ☐ Aisles and aisle widths
- ☐ Booths/vendor spaces
- ☐ Tables, chairs and seating arrangements
- ☐ Stages/platforms
- ☐ Food service areas
- ☐ Fire extinguishers
- ☐ Fire alarm devices/pull stations
- ☐ Sprinkler/fire protection equipment
- ☐ Electrical panels
- ☐ Temporary partitions and displays

EXTERIOR SITE MAP - REQUIRED WHEN EXTERIOR EVENT ACTIVITIES OR VENDORS ARE PRESENT. The site map shall identify:

- ☐ Building footprint and event location
- ☐ Streets, driveways, fire lanes and fire apparatus access roads
- ☐ Building entrances, exits and exit discharge paths
- ☐ Fire hydrants
- ☐ Fire Department Connection (FDC)
- ☐ Emergency access gates/access points
- ☐ Location of EACH food truck/mobile food vendor
- ☐ Exterior tents, canopies, vendors, generators and equipment
- ☐ Exterior propane/LP-gas locations
- ☐ Parking areas when relevant to emergency access

ACCESS SHALL BE MAINTAINED. Food trucks, trailers, tents, vendors, vehicles, generators, equipment, tables or other event-related items shall not obstruct or reduce required fire apparatus access, fire lanes, hydrants, FDCs, emergency access gates, building exits, exit discharge paths, or other required Fire Department access points. The Fire District may require relocation or removal of any obstruction.



FIRE DISTRICT OPERATIONAL PERMIT

INDOOR SPECIAL EVENT SCREENING FORM

5. FIRE & LIFE SAFETY REQUIREMENTS

Indoor Open Flame: Open flames are prohibited inside the building or indoor event area. Candles, torches, Sterno-type/open-flame warming devices, decorative flames, open-flame cooking equipment and similar ignition sources are prohibited.

Indoor Propane / LP-Gas: Propane/LP-gas cylinders, containers, appliances, equipment or devices of any type are prohibited indoors. This includes spare, empty or disconnected cylinders. Propane/LP-gas shall not be brought into, stored within or used inside the building for the special event.

Means of Egress: Required exits shall remain unlocked, readily openable from the egress side and unobstructed while occupied. Exit signs and emergency lighting shall remain visible. Booths, tables, displays, decorations and storage shall not obstruct required aisles, corridors, exits or exit discharge.

Occupant Load: Attendance shall not exceed the approved occupant load. The Fire Marshal may establish a maximum event occupant load based on the submitted layout. Changes to seating, booths, stages or arrangements may affect the allowable occupant load.

Fire Protection: Fire extinguishers, alarm devices, pull stations, sprinkler valves and other fire protection equipment shall remain visible and accessible. Existing required fire protection systems shall remain operational.

Decorations: Decorative materials shall not obstruct exits or required fire protection equipment. Flame-resistance documentation, including NFPA 701 documentation where applicable, may be required.

Electrical: Electrical equipment, extension cords and power strips shall be listed and used in accordance with their listing. Cords shall be protected from damage and shall not create a trip hazard. Electrical panels shall remain accessible.

Food Service: No open-flame cooking, heating or warming devices and no propane/LP-gas equipment are permitted within the indoor special-event area. Exterior mobile food vendors are subject to separate Fire District requirements.

Indoor Vehicles: Vehicles proposed for indoor display require prior Fire Marshal review and shall comply with applicable fire and life safety requirements.

6. VENDOR / ORGANIZER RESPONSIBILITY

The event organizer is responsible for ensuring all vendors, exhibitors, contractors, employees, volunteers and participants comply with the approved event layout and applicable fire and life safety requirements. Individual vendors conducting regulated activities may be required to obtain separate Fire District operational permits.

7. CHANGES AFTER APPROVAL

Changes to the approved floor plan, site map, number or location of booths, seating configuration, exterior cooking operations, food truck locations, stages, occupant load, or other event operations shall be submitted to the Office of the Fire Marshal for approval prior to the event.

8. INSPECTION / OTHER AGENCY APPROVALS

A Fire District inspection may be required after event setup and prior to opening to the public. The event shall be substantially set up and ready for inspection at the scheduled inspection time. Approval of this application does not constitute approval to occupy or operate where approvals from the Building Official, property owner, health authority, city, county or other regulatory agency are otherwise required. Applicable Fire District fees are invoiced through the Fire District permit portal and shall be paid as required before inspections are scheduled.

9. APPLICANT CERTIFICATION

I certify that the information provided in this application is accurate and complete. By signing below, I acknowledge that I have reviewed, understand, and agree to comply with all requirements and conditions outlined in this application packet.

I understand that **submission of this application does not constitute approval of the event** and that the **required Fire District inspection must be completed and passed prior to the event opening or operating**.

I understand that I am responsible for ensuring all vendors, exhibitors, contractors, employees, volunteers, and participants comply with the requirements of this permit.

Applicant/Responsible Party Signature:	Date:
Printed Name:	Title/Organization:

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

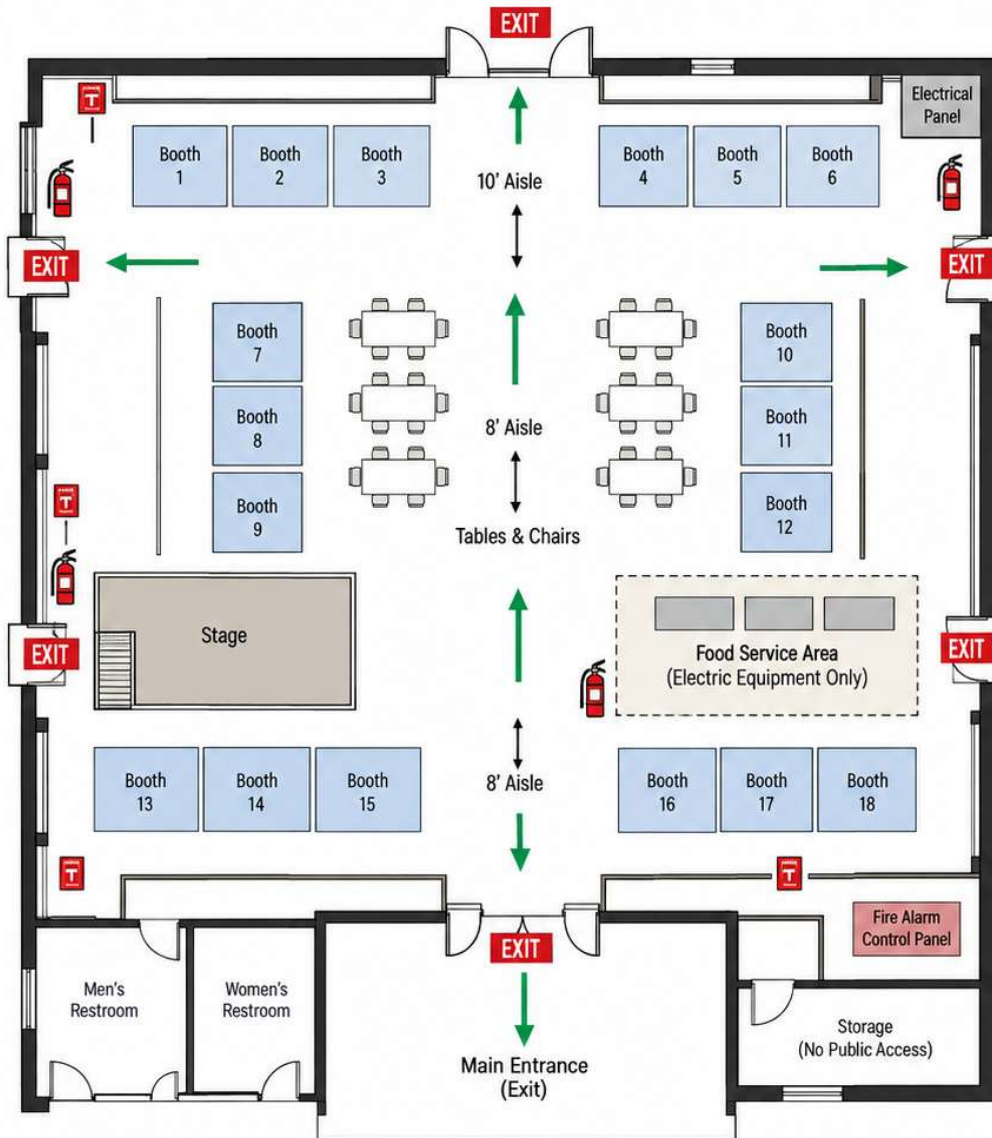
INDOOR SPECIAL EVENT SCREENING FORM

Middleton Rural Fire District / Star Fire Protection District
Office of the Fire Marshal

SAMPLE FLOOR PLAN

Indoor Special Event – Example Layout

THIS IS A SAMPLE ONLY.
Your floor plan must be specific to your event and include all required details listed in the application.



LEGEND

- EXIT** Exit Sign
- Direction of Egress
- Fire Extinguisher
- Fire Alarm Pull Station
- Emergency Light
- Vendor Booth (example)
- Table and Chairs (example)
- Designated Area (example)

FLOOR PLAN REQUIREMENTS

- ☐ Show entire event area
- ☐ All exits (with door swing direction)
- ☐ Exit signs and emergency lighting
- ☐ Aisles with dimensions
- ☐ Booths, tables, chairs and displays
- ☐ Stages/platforms
- ☐ Food preparation/food service areas (electric equipment only indoors)
- ☐ Fire extinguishers
- ☐ Fire alarm devices/pull stations
- ☐ Electrical panels
- ☐ Sprinkler riser/FDC areas (if applicable)
- ☐ Temporary partitions (if applicable)
- ☐ Other equipment or special features

IMPORTANT NOTES

1. This is a sample floor plan for reference only. Your submission must be specific to your event.
2. All required items listed in the application must be shown on your floor plan.
3. Maintain required aisle widths and unobstructed means of egress at all times.
4. Indoor open flames and propane/LP-gas of any type are prohibited.
5. This example does not include exterior site elements. If exterior activities (e.g., food trucks, tents, generators) are proposed, a separate site map must be submitted.

Safe Events. Stronger Communities.



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INDOOR SPECIAL EVENT SCREENING FORM

Middleton Rural Fire District / Star Fire Protection District
Office of the Fire Marshal

SAMPLE EXTERIOR SITE PLAN
Indoor Special Event – Example Layout
Food Trucks Spaced 10 Feet Apart

W. EVENT STREET

Hydrant

FIRE LANE – NO PARKING

EMERGENCY ACCESS ONLY

Hydrant

Attendee Parking

Vendor Tent

Seating Area

Vendor Tent

Generator (if used)

EVENT BUILDING
Indoor Special Event

North Entrance

West Exit

Main Entrance

East Exit

FDC

Knox Box

Food Truck 1

Food Truck 2

Food Truck 3

Food Truck 4

Seating Area

Vendor Tent

Trash / Recycling

Accessible Parking

FIRE LANE – NO PARKING

FIRE LANE – NO PARKING

S. MAIN STREET

EVENT ENTRANCE (Ingress)

EVENT EXIT (Egress)

LEGEND

Fire Lane – No Parking

Ingress / Egress Direction

Fire Hydrant

FDC

Fire Department Connection (FDC)

K

Knox Box

Accessible Parking

Parking Stall

Tree / Landscaping

Sidewalk / Walkway

Landscaping Area

Tent / Canopy

Food Truck / Mobile Food Vendor (Show all vendors)

Seating Area / Tables (example)

Generator (if used)

Trash / Recycling

Building Footprint

SITE PLAN REQUIREMENTS

☐ Show property boundaries and adjacent streets

☐ Show building footprint with all entrances and exits

☐ Show fire apparatus access roads and fire lanes

☐ Show location of fire hydrants

☐ Show Fire Department Connection (FDC) (if applicable)

☐ Show Knox Box (if applicable)

☐ Show location of all tents, canopies, and vendors (including food trucks)

☐ Show generators and other equipment

☐ Show parking areas (including accessible parking)

☐ Ensure fire apparatus access, fire lanes, hydrants, FDCs, building exits, and emergency access points are not obstructed

☐ Include distances and dimensions (as applicable)

IMPORTANT NOTES

1. This is a sample site plan for reference only. Your submission must be specific to your event.

2. All exterior vendors, food trucks, tents, canopies, generators, and other event elements must be shown on the site map.

3. Food trucks and mobile food preparation vehicles must be spaced a minimum of 10 feet apart.

4. Exterior vendors and equipment shall not obstruct or reduce required fire apparatus access, fire lanes, hydrants, FDCs, building exits, or emergency access points.

5. Indoor open flames and propane/LP-gas of any type are prohibited. Exterior propane/LP-gas use must comply with Fire District requirements.

6. This example is not to scale.

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Fire District Headquarters • 11665 W. State St., Suite B • Star, ID 83669 • (208) 286-7772 • www.midstarfire.org