



East Dundee & Countryside Fire Protection District Assembly Event Permit Application

Proudly Serving Since 1890

Applicant Information

Date of Application:	
Applicant Name:	Applicant Cell:
Applicant Email:	
Applicant Mailing Address:	

Event Information

Event Name:	
Event Location/ Address:	
Property/Business Owner Name:	Property/ Business Owner Cell:
Organizer Name:	Organizer Cell:
Organization Name:	
Event Sponsor Name:	Event Sponsor Cell:

Event Description

Event Type:

Small Outdoor/Indoor Event Under 500 people

Large Outdoor/Indoor Event Over 500 people

Date(s) of Event:	Anticipated Attendance (Peak):
Event Start Time:	Event End Time:
Setup Date:	Setup Time:
Total Number of Vendors:	Total Number of Hot Food Vendors:
Number of Tents:	Number of Tents larger than 10x10:
Carnival or Mechanical Rides:	Number of Stages:

Event Description / Activities (public attendance areas, activities, and fire/life safety impacts):

--

Permit Type & Event Classification (IFC 2021)

This application is intended for fire code review of a temporary assembly / special event. Permits may be required for special events and regulated activities per IFC 2021 Section 105.6 and Chapter 31 (as applicable).

- | | |
|--|---|
| <input type="checkbox"/> Indoor Event | <input type="checkbox"/> Open Flames/Flame Effects |
| <input type="checkbox"/> Outdoor Event | <input type="checkbox"/> Pyrotechnics/Fireworks |
| <input type="checkbox"/> Street/Right-of-Way Event | <input type="checkbox"/> Amusement/Carnival Devices |
| <input type="checkbox"/> Temporary Stage/Platforms | <input type="checkbox"/> Parade/Run/Walk |
| <input type="checkbox"/> Tents/Canopies | <input type="checkbox"/> Other |
| <input type="checkbox"/> Cooking/Food Vendors | |

Venue / Assembly Space Information

Venue Type/Use:	Use Description:
Event Area (sf/acres):	LP-Gas/Fuel/Haz-Mat On Site: <input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Lanes Required / Marked? <input type="checkbox"/> Yes <input type="checkbox"/> No	Turning Radii / Access Geometry Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No

Documentation Required Before Approval

- Completion of an approved or East Dundee Fire District-provided Emergency Action Plan (EAP)
- Completion of Crowd Manager training from www.crowdmanagers.com
- A Scaled site plan including (IFC 2021 Section 503)
 - Name of all streets, Event boundaries
 - Stage locations
 - Tent/Canopies/Structures (size & type), including flame resistance documentation and separation distances (IFC 3103)
 - Cooking/food vendor plan, including cooking methods and separation distances (IFC 105.6)
 - LP-Gas/Fuel Plan (cylinders, generators, refueling, storage), including quantities and locations
 - Electrical distribution plan (temporary power, cords, generators, lighting)
 - Fire apparatus access roads, fire lanes, and widths
 - Exit Paths, Emergency ingress & egress for emergency vehicles
 - Command Post location (if required)
 - Fencing & Barricades
 - Fire extinguisher locations, Fire hydrant locations
 - Fire watch plan if required (staffing, patrol routes, communications, extinguishers) (403.11.1)
 - Generator & Fuel storage locations
 - First Aid location, AED location
 - Special effects / open flames/flame effects/pyrotechnics documentation and operator permit (IFC Chapters 56; NFPA standards as applicable). (105.5.16 & 105.5.42)
 - Parking
 - Any additional documents required by the fire code official to demonstrate IFC 2021 compliance (IFC 105.3).

Insurance

Proof of insurance per the 2021 International Fire Code (IFC) Sec 5601.2.4

5601.2.4 Financial responsibility. Before a permit is issued, as required by Section 5601.2, the applicant shall file with the jurisdiction a corporate surety bond in the principal sum of \$100,000 or a public liability insurance policy for the same amount, for the purpose of the payment of all damages to persons or property that arise from, or are caused by, the conduct of any act authorized by the permit upon which any judicial judgment results. The fire code official is authorized to specify a greater or lesser amount when, in his or her opinion, conditions at the location of use indicate a greater or lesser amount is required. Government entities shall be exempt from this bond requirement.

Notes

- Event operations shall not begin until permit approval is received and any required inspection is completed.
- Inspections and/or fees apply per the EDFD fee schedule; additional permits may be required (tents, cooking, LP-gas, pyrotechnics, etc.).
- Approved plans and required documentation shall be maintained on site and made available for inspection during the event.
- The fire code official may require fire watch staffing, additional extinguishers, or other safeguards based on event conditions.

Certification & Signature

Applicant Name (print):	Date:
Applicant Signature:	Date:
Owner Authorization (if different):	Date: