



PUBLIC SAFETY PERMIT APPLICATION

SUBMIT THE COMPLETED APPLICATION TO FIREPREVENTION@HILLSBORO-OREGON.GOV

A Public Safety Permit is required for all indoor and outdoor events that utilize an area or space outside of its standard use and/or if the event is being held by an organization that does not normally utilize the intended event space.

All permit applications are reviewed by the City of Hillsboro Fire and Rescue Department and subject to conditions of approval by the Fire Marshals Office.

Public Safety Permit applications **must be submitted a minimum of 30 days before the event.** Only completed applications will be considered including required layout, maps, and drawings.

CROWD MANAGER CERTIFICATES

Crowd Manager Training aims to make public gatherings safer by teaching event staff how to manage crowds at events. Trained crowd managers are required by Oregon Fire Code, NFPA-1, and NFPA-101.

The code requires that an adequate number of people on staff are trained to avoid an emergency and respond appropriately if an emergency occurs. Crowd Manager certificates must be submitted with the Public Safety Permit Application or the application will be denied.

Outside of certification by Hillsboro Fire & Rescue, the only Fire Marshal-approved training is from Fire Marshal Support Services (www.crowdmanagers.com). Training is valid for 2-years from the certificate date.

Indoor events with 500 people or more:

Two (2) crowd managers are required with one (1) additional crowd manager for every 250 people over 500 people.

Examples:

An event with 500 people: Two (2) crowd managers required.
An event with 750 people: Three (3) crowd managers required.
An event with 1,000 people: Four (4) crowd managers required.

Outdoor events with 1,000 people or more:

Four (4) crowd managers are required with one (1) additional crowd manager for every 250 people over 1,000 people.

Examples:

An event of 1,000 people: Four (4) crowd managers required.
An event of 1,250 people: Five (5) crowd managers required.

Fire & Rescue Department

Mail 240 S 1st Ave, Hillsboro, Oregon 97123 Phone 503.681.6166 Fax 503.681.6208

Web Hillsboro-Oregon.gov/Fire



EVENT INFORMATION

EVENT NAME: _____

EVENT DATE: _____

START/END TIME: _____

EVENT TYPE & PURPOSE: _____

VENUE ADDRESS: _____

BUILDING/ROOM (IF APPLICABLE): _____

ANTICIPATED NUMBER OF PARTICIPANTS (INCLUDING ATTENDEES): _____

EVENT HELD BEFORE? YES NO

APPLICANT INFORMATION

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

PHONE: _____

FAX: _____

EMAIL: _____

EMERGENCY CONTACT NAME: _____

PHONE: _____

RETURN PERMIT BY: EMAIL FAX MAIL OTHER: _____

By signing below, I certify that the information I provided is complete and accurate to the best of my knowledge. I understand that knowingly withholding information or providing false information may lead to the cancellation of the event and/or the denial of future permit applications.

APPLICANT SIGNATURE: _____ DATE: _____

FOR DEPARTMENT USE ONLY

PERMIT NUMBER: _____

FIRE DEPARTMENT: _____

POLICE DEPARTMENT: _____

N/A APPROVED DENIED

N/A APPROVED DENIED

DENIAL REASON: _____

DENIAL REASON: _____

Fire & Rescue Department

Mail 240 S 1st Ave, Hillsboro, Oregon 97123 Phone 503.681.6166 Fax 503.681.6208

Web Hillsboro-Oregon.gov/Fire



VENUE/FACILITY INFORMATION

VENUE NAME:	
VENUE MANAGER:	PHONE NUMBER:
VENUE EMERGENCY CONTACT:	PHONE NUMBER:

EVENT ACTIVITIES

DESCRIBE THE EVENT IN DETAIL:

(IF APPLICABLE) DESCRIBE YOUR TRAFFIC PLAN AND ATTACH A MAP:

A traffic plan describes the travel routes into and out of the event venue, traffic control, congestion, etc.

Fire & Rescue Department

Mail 240 S 1st Ave, Hillsboro, Oregon 97123 Phone 503.681.6166 Fax 503.681.6208

Web Hillsboro-Oregon.gov/Fire



EVENT ACTIVITIES (CONTINUED)

(IF APPLICABLE) DESCRIBE YOUR PARKING PLAN AND ATTACH A MAP:

A parking map describes where vehicles will be parked, entry/exit routes, emergency vehicle access, etc.

ANY SPECIAL REQUESTS OR NEEDS? (REQUESTS MAY BE SUBJECT TO REVIEW BY LAW ENFORCEMENT)

EMERGENCY MEDICAL SERVICES INFORMATION

<p>WILL THERE BE AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED) ON-SITE?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>LOCATION(S):</p>
<p>WILL APPLICANT PROVIDE EMERGENCY MEDICAL SERVICES (EMS) ON-SITE?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>TYPE OF EMS PROVIDER(S):</p>
<p>LOCATION(S) – [INCLUDE ON MAP]:</p>	

Fire & Rescue Department

Mail 240 S 1st Ave, Hillsboro, Oregon 97123 Phone 503.681.6166 Fax 503.681.6208

Web Hillsboro-Oregon.gov/Fire



EVENT INCLUSIONS

Check the box(es) below for any of these items that may be present at or part of the event. Provide details.

<input type="checkbox"/> MOTOR VEHICLES INSIDE THE BUILDING DESCRIBE:	<input type="checkbox"/> ELECTRICAL USED DESCRIBE:
<input type="checkbox"/> COOKING DESCRIBE:	<input type="checkbox"/> LIVE ENTERTAINMENT (BAND/CONCERT/ETC) DESCRIBE:
<input type="checkbox"/> FIREWORKS/SPECIAL EFFECTS DESCRIBE:	<input type="checkbox"/> PRIVATE SECURITY DESCRIBE:
<input type="checkbox"/> HEATING APPLIANCES DESCRIBE:	<input type="checkbox"/> CROWD MANAGEMENT DESCRIBE:
<input type="checkbox"/> CANDLES DESCRIBE:	<input type="checkbox"/> WEAPON SALES/DEMONSTRATIONS DESCRIBE:



EVENT INCLUSIONS (CONTINUED)

Check the box(es) below for any of these items that may be present at or part of the event. Provide details.

<input type="checkbox"/> OTHER OPEN FLAME DESCRIBE:	<input type="checkbox"/> SOUND AMPLIFICATION DESCRIBE:
<input type="checkbox"/> ALCOHOLIC BEVERAGES DESCRIBE:	<input type="checkbox"/> FOR-PROFIT EVENT DESCRIBE:

USE OF:
<input type="checkbox"/> TENTS DESCRIBE:
<input type="checkbox"/> CANOPIES DESCRIBE:
<input type="checkbox"/> FLAME-RATED TENTS/CANOPIES DESCRIBE:
<input type="checkbox"/> OTHER DESCRIBE:



EVENT INCLUSIONS (CONTINUED)

Check the box(es) below for any of these items that may be present at or part of the event. Provide details.

DECORATIVE MATERIALS ON:

WALLS DESCRIBE:

CEILINGS DESCRIBE:

OTHER DESCRIBE:

Fire & Rescue Department

Mail 240 S 1st Ave, Hillsboro, Oregon 97123 Phone 503.681.6166 Fax 503.681.6208

Web Hillsboro-Oregon.gov/Fire



