

NORMAN FIRE DEPARTMENT SPECIAL EVENTS – NOTICE TO EVENT APPLICANT

Norman Fire Prevention
415 E. Main St.

_Fire_Prevention@NormanOK.gov
405-307-7104



It is the responsibility of the event applicant to ensure all vendors comply.

All temporary structures, food trucks, and stages will be site inspected by the Norman Fire Marshal's Office. Pertinent information will be shared with the designated Special Event point of contact. The Norman Fire Marshal's Office will be enforcing the State adopted 2018 International Fire Code, International Building Code, and local amendments.

- IFC Chapter 31 Tents, Temporary Special Event Structures and Other Membrane Structures
- IFC Section 3105 Temporary Special Event Structures
- IFC Section 319 Mobile Food Preparation Vehicles

Basic requirements for Special Event Permit Approval:

- All stages and all tents 120 square feet or larger will require a Fire Department site inspection. Stages 400 square feet or larger and/or all tents 400 square feet (700 square feet if open on all 4 sides) or larger will also require the following documents submitted with Special Event application:
 - Construction Documents provided in accordance with 3105.5
 - **Provide Flame/Smoke Spread certificates for any tent or similar membranes**
- A site plan with a map of the area occupied. This site plan must include:
 - Location of each vendor (tent, food truck, and stage)
 - General description of the vendor (i.e., tent size, stage size etc.)
 - Contacts for each vendor listed that correlates to the provided site plan
- Acknowledgement of the Norman Fire Marshal's Office Special Event documents and the understanding that it is the applicant's responsibility to ensure dissemination to all vendors for compliance.
- A contact for the applicant or representative responsible for the event. This contact will be the event's point of contact for the Norman Fire Marshal's Office before, during, and after the event.
- Start and end dates of the Special Event.
- **Tents and/or stages should have published limitations of use based on certain weather variables. It is the responsibility of the applicant to set event limitations based on the structures erected. Weather related benchmarks should be established and include contingency arrangements upon reaching thresholds.**

These are basic requirements for applicants of any Norman Special Event. If this information cannot be provided as application submissions, the Fire Code Official will withhold Special Event approval. If deficiencies exist during vendor site inspections, individual vendor operation may be terminated at the Fire Marshal's discretion.

If the Special Event applicant or vendor(s) have questions concerning this document, contact the Norman Fire Marshal's Office for assistance.

Norman Fire Prevention Division
405-307-7104
405-217-7768

