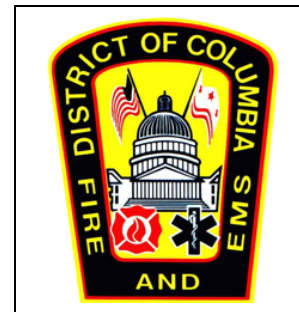


# WASHINGTON DC FIRE & EMS DEPARTMENT

## OFFICE OF THE FIRE MARSHAL – GENERAL ORDER



<b>Subject:</b> Assembly Permits	<b>General Order:</b> 617
<b>Section:</b> Plans and Permits	<b>Date of Issue:</b> October 1, 2009
<b>Authority:</b> DCMR 12, Chapter 12H, Section F-107H Fire Prevention Code Supplement	<b>Date of Expiration:</b> Until Removed

### I. SCOPE

The information contained in this document is intended for all applicants making application to the DC Fire & EMS Department Fire Prevention Division for public assembly permits.

### II. PURPOSE

The intent of this general order is to standardize the process for receiving and processing requests for operational permits for assembly occupancies and events.

### III. DEFINITIONS

None

### IV. POLICY

The policy of the Fire Marshal's Office is to handle requests for operational permits for assembly occupancies and events in the most efficient and courteous manner possible and without delay, while ensuring the safety of the public, operators, and inspectors and in accordance with all applicable laws, codes and standards.

### V. PROCEDURE

Permits for assembly events comes in many forms and may be separately reviewed from other permitted activity (e.g. pyrotechnics) at the venue. The venues shall also be permitted to operate a place of assembly.

#### A. Exhibition, Conventions and Trade Shows (IFC Chapter 3 and 10)

1. All completed permit applications and a check or money order for the appropriate amount made payable to the DC Treasurer should be submitted in person in the Fire Marshal's Office. (Note: The application is available in the Fire Marshal's Office and online). Plans shall be delivered for review no later than 10 business days prior to the start of the event.

2. Documentation that the activity is properly permitted (DCRA, or other authorizing agency).
3. A plan shall include:
  - a. A stamped self-addressed envelope (ensure adequate size).
  - b. Location of all exits on plans.
  - c. Dimensions of all exit corridors and aisles.
  - d. All relevant occupancy data including square footage of area.
4. Plans can be returned if a stamped self-addressed envelope is included (ensure adequate size).
5. Permits will be issued after a satisfactory site inspection, where required.

**B. Concerts (IFC Chapter 3 and 10)**

1. All completed permit applications and a check or money order for the appropriate amount made payable to the DC Treasurer should be submitted in person in the Fire Marshal's Office. (Note: The application is available in the Fire Marshal's Office and online). Plans shall be delivered for review no later than 10 business days prior to the start of the event.
2. Documentation that the activity is properly permitted (DCRA, or other authorizing agency).
3. A plan shall include:
  - a. A detailed floor plan, clearly drawn.
  - b. Location of all exits on plans.
  - c. Dimensions of all exit corridors and aisles.
  - d. All relevant occupancy data including square footage of area.
4. Plans can be returned if a stamped self-addressed envelope is included (ensure adequate size).
5. Permits will be issued after a satisfactory site inspection, where required.

Note: All questions relating to aerial public assembly permits shall be forwarded to:

**District of Columbia  
Fire & Emergency Medical Services Department  
Fire Prevention Division  
1100 4<sup>th</sup> Street SW Suite E700  
Washington, DC 20024  
(202) 727-1600**

