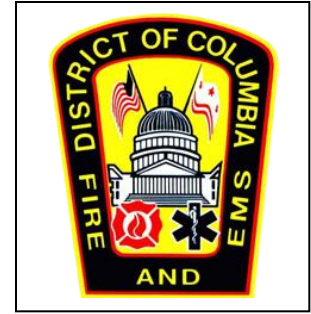


WASHINGTON DC FIRE & EMS DEPARTMENT

OFFICE OF THE FIRE MARSHAL – GENERAL ORDER



Subject: Assembly Permits	General Order: 617
Section: Plans and Permits	Date of Issue: April 27, 2017
Authority: DCMR 12, Chapter 12H, Section F-105.6 Fire Prevention Code Supplement	Date of Expiration: 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 educate the applicant on the process for receiving and processing operational permits for assembly occupancies and events as required by the fire code, section 105.6

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 in person or via electronic email no later than 10 business days prior to the start of the event. Visit: fems.dc.gov

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 in person or via electronic email no later than 10 business days prior to the start of the event. Visit: fems.dc.gov
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 4th Street SW Suite E700
Washington, DC 20024
(202) 727-1600**

