



# FIRE DEPARTMENT

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## Do I need to have a permit for my “special event”?

Depending on several factors you may need to complete a “Special Event Form”. When you fill out and send us the “Event Review Form” we will let you know how to proceed.

Some, but not all, of the reasons we may require you to get a permit include:

- Exits may be obstructed or may have items too close.
- Draperies, curtains and other fabrics used at your event may require a fire retardant rating.
- Review of flowers, cut plantings etc. (No dried vegetation permitted)
- Candles or open flames must be covered.
- Use of extension cords.
- Tents or temporary structures requires the approval of the Fire Marshal’s Office.
- The number of people you plan on having may exceed the normal amount allowed for the room.