



**Special Use Operational Permit  
Application**

Orange County  
Emergency Services  
Fire Marshal Division  
510 Meadowlands Drive  
Hillsborough, NC 27278  
919.245.6100

|   |  |  |   |
|---|--|--|---|
| <b>Amusement Building</b><br><input type="checkbox"/> \$50.00 | <b>Carnival / Fair</b><br><input type="checkbox"/> \$50.00 | <b>Exhibit or Trade Show</b><br><input type="checkbox"/> \$50.00 | <b>Covered Mall Buildings</b><br><input type="checkbox"/> \$50.00 |
|---|--|--|---|

*Note: The Fire Marshal Division will determine (during application review) whether an additional permit for Liquid Fuel Vehicle in Assembly Building is required. The cost of this permit is \$50.00.*

**Applicant**

This is the name or company and mailing address of the permit applicant.

|               |               |
|---------------|---------------|
| Name:         | Show Date(s): |
| Address:      | Zip Code:     |
| Phone Number: | E-mail:       |
| Name of Event |               |

**Location and Date(s) of Event**

This is the name and address of the actual location of the carnival or fair.

|                |               |           |
|----------------|---------------|-----------|
| Facility Name: | Show Date(s): |           |
| Address:       |               |           |
| City:          | State:        | Zip Code: |

**Primary Contact/Emergency Contact**

|                         |                              |   |
|-------------------------|------------------------------|---|
| 1.                      | Phone Number:                | Crowd Manger Certified<br>Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| 2.                      | Phone Number:                | Crowd Manager Certified<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Anticipated Attendance: | Description of Event Details |   |

**NOTE! A set of scaled drawings shall be submitted with this application and be available at the show site for reference by the fire code official at his or her request.** The drawing shall include a detailed layout and indication of any gas fired equipment or open flame producing equipment. If the request includes a tent/canopy or pyrotechnics, an additional permit application is required.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION CANNOT BE PROCESSED, PERMIT ISSUED, OR INSPECTION CONDUCTED UNTIL AFTER PAYMENT HAS BEEN RECEIVED**

**For questions or submit application and payment:**

Orange County Emergency Services  
Fire Marshal Division

510 Meadowlands Drive  
Hillsborough, NC 27278  
Phone: 919.245.6100  
[firemarshals@orangecountync.gov](mailto:firemarshals@orangecountync.gov)

*Information provided and contained herein is true and accurate to the best of my knowledge. The Fire Marshal Division shall not be deemed as approval to violate any provisions of the North Carolina State Fire or Building Codes. The code official has the right to inspect the premises to ensure compliance with provisions of the fire code and has the authority to cease all activities for unsafe and non-compliant practices.*

Payment Received:

Check#

Credit Card

Cash

Date Received:

Received By:

## Amusement Buildings

- Regulations regarding the use of Special Amusement Buildings
- An approved automatic smoke detection system shall be provided in special amusement building.  
*Exception: In areas where ambient conditions will cause a smoke detection system to alarm, an approved alternative type of automatic detector shall be installed.*
- Activation of two or more smoke detectors, a single smoke detector with alarm verification, the automatic sprinkler system or other approved fire detection device shall automatically:  
*Cause illumination of the means of egress with light of not less than 1 foot-candle (11 lux) at the walking surface level.  
Stop any conflicting or confusing sounds and visual distractions; and  
Activate an approved directional exit marking that will become apparent in an emergency.*
- Such system response shall also include activation of a prerecorded message, clearly audible throughout the special amusement building, instructing patrons to proceed to the nearest exit. Alarm signals used in conjunction with the prerecorded message shall produce a sound which is distinctive from other sounds used during normal operation.
- Wiring to the auxiliary devices and equipment used to accomplish the above fire safety functions shall be monitored for integrity in accordance with NFPA 72.
- An emergency voice/alarm communication system, which is also allowed to serve as a public address system, shall be installed in accordance with NFPA 72 and be audible throughout the entire special amusement building.
- Special amusement buildings exceeding 1,000 square feet of area in use for the event or exceeding a 50 foot travel distance from any point to an exit require automatic sprinkler coverage.
- Emergency Exits shall be provided throughout the structure to insure the safe and prompt egress of occupants in the event of an emergency. These exits shall not be covered or concealed in anyway and shall be available for immediate use without any type of hindrance. These exits shall be marked "Exit"- All Exit signs shall be of a fluorescent type with minimum size three-inch letters. All staff personnel shall know the location of all exits.
- No obstacles shall be placed in the floor area that may slow or impede the occupants' escape in the event of an emergency. For areas where the means of egress may be confusing or difficult to find, arrows pointing to the exits shall be placed or painted on the floor. This should be a fluorescent color, which can be easily identified
- All steps, ramps or outside porches shall be lighted at all times.
- Flashlights shall be provided to all staff persons conducting the tours or going into the structure at any time
- Multi-purpose fire extinguishers shall be installed throughout the structure so that the maximum travel distance to an extinguisher does not exceed 50 feet. The minimum size extinguisher allowed will be five (5) pounds.
- All staff personnel shall know the location and use of all fire extinguishers in the structure.
- There shall be absolutely No Smoking allowed inside the structure. "No Smoking" signs shall be posted at all entrances and at or near any ticket booth or ticket collection area. It will be the responsibility of the permit holder to enforce this rule.
- No open flame, candle, or pyrotechnics shall be used within or in near proximity of the structure.
- The use of straw, hay or sawdust near the exits or in the structure shall be used only if approved by the Fire Inspector. All straw, hay or sawdust, tree or other combustible decorations or adornments shall be treated with an approved flame retardant prior to being used.

- Spliced Electrical Cords, homemade switching devices, and/or open junction boxes and connections shall not be permitted.
- Extension Cords of the lamp cord type number 16 gauge or smaller shall not be used as a wiring method. If extension cords are required, only type S, SJ, or SJO cords number 14 gauge or larger shall be permitted, or approved power bars with built in thermal protection may be used. All cords shall contain a grounding means and shall be properly connected.
- All temporary wiring shall be in accordance to the National Electric Code. All wiring shall be properly secured to the wall or ceiling to prevent damage or shock injury. All splices shall be made in closed junction boxes.
- The number of persons allowed inside the structure per group shall not be more than ten. Each group shall be lead through the structure by a competent staff person. There will be no more than two groups allowed inside the structure at any time. All staff persons leading groups shall be familiar with all the guidelines required for Haunted Houses.
- In the event of an emergency, a warning signal will be sounded to notify all occupants to evacuate the structure. This signal shall indicate that the lights are to be turned on. The method of alarm shall be approved by the Fire Marshal's Office. The alarm shall be tested each night before opening. All staff members are to be present for test. ***This is independent of the required fire alarm system.***
- Other considerations for the safety of the public that may be necessary such as decorations, fire lanes, etc. shall be enforced by the Fire Inspector.