

**Roseburg Fire Department**  
Fire Prevention Bureau  
**774 SE Rose St. Roseburg, OR 97470**  
**PH (541) 673-4459 FAX (541) 673-440-8952**  
**Email: [fireprevention@cityofroseburg.org](mailto:fireprevention@cityofroseburg.org)**  
**Special Events Assembly Checklist**  
Revised – (11/28/07)

Location: \_\_\_\_\_ Date(s) of Operation: \_\_\_\_\_

Organizer / Responsible Person: \_\_\_\_\_

The following requirements will be used for guidance in the issuance of a fire department permit for dances, carnivals, flea markets or similar events which are open to the public and set up inside a structure not designed for these specific uses, per 2007 Oregon Fire Code (OFC) section 105.6.34.

Initials (Applicant)

- \_\_\_\_\_ There will be no smoking allowed at any time inside the occupancy as noted in 2007 OFC Section 310.2.
- \_\_\_\_\_ The total number of occupants in the facility at any time shall be limited to a number determined by the Fire Prevention Bureau.
- \_\_\_\_\_ No open-flame devices or temporary heaters are allowed in the occupancy.
- \_\_\_\_\_ Use of untreated combustible material is prohibited. All combustible material shall be treated or protected so that it is essentially rendered and maintained flameproof in a manner acceptable to the Fire Prevention Bureau. This includes all harvest decorations such as cornstalks, dry branches, and hay.
- \_\_\_\_\_ Exits shall be a minimum of 3 feet wide and 6 feet, 8 inches high. Each exit shall have exit signage as per Fire Prevention Bureau requirements.
- \_\_\_\_\_ Blocking, locking or in any way impeding ready access to any marked or required exit is prohibited. All exit ways shall be kept clear of any obstructions or storage.

