

# PERMIT APPLICATION

Lake Oswego Fire Department  
P.O. Box 369 / 300 B Ave  
Lake Oswego, OR 97034  
(503) 635-0275 • Fax (503) 635-0376



Applications may be obtained online at:  
[www.ci.oswego.or.us/fire/forms.htm](http://www.ci.oswego.or.us/fire/forms.htm)

## 1. Site Information:

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

Site Address: \_\_\_\_\_

## 2. Property Owner:

Property Owner: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Approval signature of owner: \_\_\_\_\_

## 3. Contact Person (receive application correspondence)

Name of Person: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 4. Applicant Info (person/co who will be the permit holder)

Name of Business: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

## 5. Onsite Responsible Person:

Name of Person: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### ACKNOWLEDGMENTS

City of Lake Oswego special event permit required?  Yes  No  
Has the permit been applied for?  Yes  No

For more information on special event permits check  
<http://www.ci.oswego.or.us/pubaffairs/specialevents/default.htm>

Approved by City of Lake Oswego Fire Department:

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

Start date of permit: \_\_\_\_\_ End date of permit: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Use Only

Permit #:

DATE RECEIVED:

Date Paid:

Check Number:

### REQUIRED PERMITS

A permit must be obtained for the following operations or activities per Oregon Fire Code 105.1 and LOC chapter 15:

Event date: From \_\_\_\_\_ to \_\_\_\_\_

Select the permit you are applying for.

- Tent or Membrane Structure 400 square feet or more.
- Canopy (without walls) 700 square feet or more.
- Pyrotechnic Special Effects Material.
- Public Fireworks Display.
- Retail Sales of Fireworks.
- Blasting.
- Special Event.
- Bon Fire.
- Fire Code Construction Permit
- Other: \_\_\_\_\_

### INSTRUCTIONS

No later than two weeks prior to the event or operation the applicant must do the following:

1. Submit a completed application.
2. Submit any additional information depending on type of permit. (See special requirements for each permit)
3. If applicable, obtain approval from the Planning and/or Building departments.
4. Signature of approval from the property owner giving permission for the event/operation on their property. (See #2)

### FEE SCHEDULE

Fire Code Operational Permit:	\$ 200.00
Fire Code Construction Permit	\$ 250.00
After Hours Inspection Fee	\$ 150.00 per hour

### REQUIRED INFORMATION

Permission from property owner received?  Yes  No  
Plans with all required info received?  Yes  No

### FIREWORKS REQUIREMENT

Business license:  Needed  Not Needed  Existing \_\_\_\_\_

Certificate of Insurance:  Provided  Not Provided

Retail sales of fireworks have to comply with Lake Oswego City Code 15.06.613. Failure to comply with this ordinance could result in this permit being revoked.

Retail fireworks permit is only valid when accompanied by a current State Retail Sales Permit and current City of Lake Oswego Business License.

Fireworks supplier information:

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### INFORMATION REQUIRED ON PLANS

1. Site plan showing setbacks from structures, property lines, light standards, parked vehicles, and/or right of ways.
2. Arrow indicating North
3. Lot dimensions and distances from items described in #1.
4. Show driveways, sidewalks
5. Other information required as described on specific permit specifications.