

**\$100 ANNUAL OPERATIONAL PERMIT FEE**

**McKinney Fire Department  
Fire Marshal's Office**

**Places of Assembly  
Operational Permit Application**

A permit is required in accordance with Section 105.6 of the 2015 International Fire Code for the operation of a place of assembly.

Date of Application: \_\_\_\_\_

**Assembly Name and Location**

Assembly Name \_\_\_\_\_

Assembly Type \_\_\_\_\_

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

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Emergency After Hours Contact Information** *(provide a minimum of two contacts)*

Emergency Contact (1): \_\_\_\_\_

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

Business Phone Number: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

Emergency Contact (2): \_\_\_\_\_

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

Business Phone Number: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

**PERMITTING REQUIREMENTS.**

1. Provide a floor plan and indicate the square footage, seating diagram location of all exits.
2. Indicate the total occupant load.
3. Provide a minimum of two (2) emergency after-hours contacts.

**LIST OF THE OPERATIONAL REQUIREMENTS CAN BE FOUND ON THE BACK.**

I, *(Print Name)* \_\_\_\_\_ have read and understand the permit conditions for approval of this permit. I also understand that any variances to the conditions without the approval from the Fire Marshal's Office may result in a failed inspection, and additional fees and/or citations assessed in accordance with the City of McKinney Codes and Ordinances.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL USE ONLY**

\$100 Permit Fee Paid: \$ \_\_\_\_\_

Received By: \_\_\_\_\_

# PLACES OF ASSEMBLY

1. Means of egress shall be kept clear at all times. Seating areas shall be maintained with minimum aisle widths.
2. Exit signs and emergency lighting shall be operational and provided with 90 minutes of emergency power.
3. Exits shall be unlocked, operable and free from locks, padlocks, or bolting devices.
4. All exits, exit doors, corridors, hallways and stairways shall be free of obstructions. Panic and/or emergency egress hardware shall be operable at all times without a key, tool or special knowledge.
5. No open flames or pyrotechnics shall be permitted. Requires a separate permit.
6. Decorative items shall not obstruct fire and life safety systems.
7. Address for the building and/or suite number shall be visible from the street side of the building and rear door.
8. Fire lanes shall be kept clear and striped.
9. Current keys for building and/or suite shall be located in the Knox Box. Notification of key changes shall be made within 72 hours to the Fire Marshal's Office.
10. An updated emergency contact list is provided to the fire marshal's office when information changes. Notification of contact changes shall be made within 72 hours to the Fire Marshal's Office.
11. Occupant load shall be clearly posted on a permanent approved sign and located near the main entrance.
12. Portable fire extinguishers shall be provided and be readily accessible and unobstructed from view.
13. Kitchen hood fire suppression system shall be inspected every 6 months.
14. Kitchen hood ventilation system shall be cleaned a minimum of every 6 months.
15. All fire protection systems, including the kitchen hood fire suppression system, fire sprinkler system and fire alarm system, *as applicable*, shall be tagged and operational at all times and not be obstructed or otherwise impaired.
16. All electrical, fire alarm, fire suppression and mechanical rooms shall be labeled and free of storage.
17. Electrical panels shall have a minimum 36 inch clearance.
18. Extension cords shall not be used; only listed power strips with circuit breakers are acceptable.
19. An evacuation / safety plan shall be on site and staff must be trained.

*Above list is not all-inclusive and is provided for information and guidance only.*