

UNINCORPORATED HARRIS COUNTY  
**SPECIAL EVENTS**  
OPERATIONAL PERMIT



# CHECKLIST

The Harris County Fire Marshal's Office would like to assist you in preparing for any special event in unincorporated Harris County.

When applying for a special event operational permit, the applicant will be expected to provide the information below. This checklist is provided as a reference; it is not intended to replace the actual permit application for a special event.

## Contact Info For:

(Name, Address, Phone, and E-Mail)

- Promotor
- Coordinator
- Property owner

## Detailed Written Description of the On-Site Operation:

- Date & time of operation
- Estimated number of attendees
- Expected max total

## Copy of the Following Plans:

- Site security plan
- Crowd management plan
- Emergency plan
- Medical & safety plan (compliant with Ch. 4 of the International Fire Code, current adopted edition)

## Written Statement Identifying:

- Number of cylinders
- Volume of cylinders
- Amount of LP-gas on-site
- Type of LP-gas used [Liquid Propane (LP) and natural gas]

## Detailed Info on any Tent or Temporary Structure On-Site

## Site Plan Identifying:

- Event entrances
- Event exits
- Fire department access lanes
- Layout of all vendors
- Layout of all rides
- Layout of cooking locations including LP gas storage or solid fuel storage
- All access gates
- All storage areas
- All tent(s)
- Layout placement of stages, bleachers, or grandstands
- Layout for use of portable toilets
- Locations of fire extinguisher(s)
- Location of any temporary structures
- Layout of all exit signs
- Location of water supply (fire hydrants, tanks)
- Location & layout of first aid stations, medical tent(s)
- Street closures around the event

## Written Documentation Stating:

- If alcohol is sold, served, or consumed
- If food will be served
- Maximum number of attendees and plan to maintain this limit
- Arrangements for traffic control to ensure order and safety at the event
- Steps taken to ensure that minimum sanitation and health standards are met.

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## REFERENCES



### TO APPLY:

Scan the QR code to apply for a special event operational permit in unincorporated Harris County.



### CHAPTER 4 - INTERNATIONAL FIRE CODE

Emergency plans, medical and safety plans must be compliant with Chapter 4 of the International Fire Code, current adopted edition.

Scan the QR code for more info.



### HARRIS COUNTY FIRE CODE STANDARD

Operational permits are required under the 2021 International Fire Code, Section 105.6, as adopted by the Harris County Commissioners Court for the unincorporated areas of Harris County.

Scan the QR code for info regarding special events operational permits.



**HCFMO**  
Harris County Fire Marshal

