



City of Bentonville Building & Fire Safety

# OPERATIONAL PERMITS

## Submittal Checklist & Naming Convention

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## City of Bentonville Building & Fire Safety

### SPECIAL AMUSEMENT PERMIT

#### Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

#### ❖ **Special Amusement Permit**

Application Packet. Items must be submitted as **one PDF file**.

#### **Naming Convention:**

- **Drawings.** Name the file: "Submittal" (Current Date)".  
**Example: Submittal 6-6-19.** Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

#### **Required Submittal Documents:**

1. **Site Plan.** Site plan must include:
  - Site dimensions and distances to closest streets and structures.
  - Designated parking areas and emergency access areas.
  - Fire lanes around the perimeter and inside event areas as required.
  - Locations of other pertinent areas as requested by Fire Department.
2. **Floor Plans of tents and/or buildings.**
  - Building dimensions and interior layouts including walls and doors.
  - Amusement areas showing exit routes, aisles and exit access w/dimensions.
  - Exit signs/emergency light locations.
  - Layout of seating, furniture, tables, etc.
  - Fire Extinguishers.
  - Special hazards or conditions.
3. **Fire Safety, Evacuation and Emergency Plans.**

Please include any other pertinent information concerning the event or if you want to request fire extinguisher training.



## City of Bentonville Building & Fire Safety

### SPECIAL EVENT PERMIT

#### Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

#### ❖ **Special Event Permit**

Application Packet. Items must be submitted as **one PDF file**.

#### **Naming Convention:**

- **Drawings.** Name the file: "Submittal" (Current Date)".  
**Example: Submittal 6-6-19.** Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

#### **Required Submittal Documents:**

1. **Site Plan.** Site plan must include:
  - Site dimensions and distances to closest streets and structures.
  - Designated parking areas and emergency access areas.
  - Fire lanes around the perimeter and inside event areas as required.
  - Sizes of tent(s). If multiple tents are used, then all tents must be shown (exact dimensions) including fire break distance between tents, structures, streets, public ways, etc.
  - Distance between mobile food vendor(s) and structures/tents must be shown.
  - Generator locations.
  - Locations of other pertinent areas as requested by Fire Department.
  - Street closures.
2. **Floor Plans of tents and/or buildings.**
  - Building(s) or Tent(s) dimensions and locations of walls around perimeter.
  - Seating areas showing aisles and exit access w/dimensions.
  - Exit signs/emergency light locations.
  - Layout of seating, furniture, tables, etc.
  - Fire Extinguishers.
  - Special hazards or conditions.
3. **Fire Safety, Evacuation and Emergency Plans.**

Please include any other pertinent information concerning the event or if you want to request fire extinguisher training.



## City of Bentonville Building & Fire Safety

### TEMP MEMBRANE STRUCTURES

#### Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

#### ❖ Temp Membrane Structures Permit

Application Packet. Items must be submitted as **one PDF file**.

#### Naming Convention:

- **Drawings.** Name the file: "Submittal" (Current Date)".  
**Example: Submittal 6-6-19.** Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

#### Required Submittal Documents:

1. **Site Plan.** Site plan must include:
  - Site dimensions and distances to closest streets and structures.
  - Designated parking areas and emergency access areas.
  - Fire lanes around the perimeter and inside event areas as required.
  - Sizes of tent(s). If multiple tents are used, then all tents must be shown (exact dimensions) including fire break distance between tents, structures, streets, public ways, etc.
  - Distance between mobile food vendor(s) and structures/tents must be shown.
  - Generator locations.
  - Locations of other pertinent areas as requested by Fire Department.
  - Street closures
2. **Floor Plans of tents and/or buildings.**
  - Building(s) or Tent(s) dimensions and locations of walls around perimeter.
  - Seating areas showing aisles and exit access w/dimensions.
  - Exit signs/emergency light locations.
  - Layout of seating, furniture, tables, etc.
  - Fire Extinguishers.
  - Special hazards or conditions.
3. **Fire Safety, Evacuation and Emergency Plans.**

Please include any other pertinent information concerning the event or if you want to request fire extinguisher training.



## City of Bentonville Building & Fire Safety

### PLACES OF ASSEMBLY

#### Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

#### ❖ Places of Assembly Permit

Application Packet. Items must be submitted as **one PDF file**.

#### Naming Convention:

- **Drawings.** Name the file: "Submittal" (Current Date)".  
**Example: Submittal 6-6-19.** Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

#### Required Submittal Documents:

1. **Floor Plan of building.**
  - Building dimensions and locations of walls around perimeter.
  - Seating areas showing aisles and exit access w/dimensions.
  - Exit signs/emergency light locations.
  - Layout of seating, furniture, tables, etc.
  - Fire Extinguishers.
  - Special hazards or conditions.
2. **Fire Safety, Evacuation and Emergency Plans.**
3. **Street closures.**



## City of Bentonville Building & Fire Safety

### OPEN FLAMES & CANDLES

#### Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

#### ❖ **Open Flames & Candles Permit**

Application Packet. Items must be submitted as **one PDF file**.

#### **Naming Convention:**

- **Drawings.** Name the file: "Submittal" (Current Date)".  
**Example: Submittal 6-6-19.** Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

#### **Required Submittal Documents:**

##### 1. **Site and/or Floor Plans.**

- Building, room or outdoor event area dimensions.
- Location of open flames/candles in the building or outdoor area.
- Seating areas showing aisles and exit access w/dimensions.
- Exit signs/emergency light locations.
- Layout of seating, furniture, tables, etc.
- Fire Extinguishers.
- Special hazards or conditions.
- Documentation of flame retardant materials or treatment of materials.
- Fuel being used along with a safety data sheet.
- Devices to be used for open flames: candles, wands, rings, etc.

##### 2. **Fire Safety, Evacuation and Emergency Plans.**

##### 3. **Street closures.**



## City of Bentonville Building & Fire Safety

### EXPLOSIVE & BLASTING AGENT STORAGE

#### Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

#### ❖ **Explosives & Blasting Agent Storage Permit**

Application Packet. Items must be submitted as **one PDF file**.

#### **Naming Convention:**

- **Drawings.** Name the file: "Submittal" (Current Date)".  
**Example: Submittal 6-6-19.** Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

#### **Required Submittal Documents:**

1. **Site plans of event.**
  - Site dimensions and distances to closest streets and structures.
  - Designated parking areas and emergency access areas.
  - Fire lanes around the perimeter and inside event areas as required.
  - Locations of other pertinent areas as requested by Fire Department.
2. **Fire Safety, Evacuation and Emergency Plans.**
3. **Location of explosives storage.**
4. **Description of explosives storage.**
5. **Location of blasting operations.**
6. **Description of blasting operations.**