



Office of the Fire Marshal

1320 Willamette Street, Eugene, OR 97401
541-682-5411, FAX 541-682-6882

COURAGE
HONOR
SERVICE

Eugene Annual Operational Permit Application

PERMIT FEES ARE NON-REFUNDABLE AND MUST BE PAID AT THE TIME OF APPLICATION

Business Name: _____

Business Street Address: _____

Contact Person: _____ On Site Telephone Number: _____

Email Address: _____

Billing Contact (Business Name/Contact Person): _____

Billing Address: _____

Billing Phone No. & Email Address: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Did you attach the floor or site plan and a description of the process or operation? [] Yes [] No

Did you attach written emergency plan detailing evacuation notification, procedures for assisting people unable to evacuate, accountability, 911 notification, etc.? [] Yes [] No

Permit Type and Fees:

Table with 2 columns: Permit Type and Fee. Includes items like Aerosol products (\$179), LP Gas (\$179), Mobile food preparation vehicles (\$179), etc.

Operational permits include a permit application review, document handling, and a one-hour inspection with one inspector. Additional staff and time for inspections and re-inspections will be charged per the authorized hourly service rate.

Make Checks Payable to: City of Eugene Fire Marshal's Office

Printed name of person completing application: _____ Date: _____

Signature of person Completing Application: _____



INSTRUCTION FOR COMPLETING ANNUAL OPERATIONAL PERMIT APPLICATION

1. Provide the name of the business or entity seeking the permit along with the street address or location of the operation.
2. Provide the name of a contact person on site at the location of the operation.
3. Complete the Billing information. List the business (if different than the operating business) and person responsible for paying for the permit. Applications WILL NOT be accepted or processed without full payment.
4. Attach a copy of the floor or site plan and a description of the process or operation being permitted. Floor or site plans MUST include location of ALL EXIT doors, fire extinguishers, aisles, and any fire lanes.
5. Indicate which type of permit is being requested.
6. Operational permits include a permit application review, document handling, and a one-hour inspection with one inspector. Additional staff and time for inspections and re-inspections will be charged per the authorized hourly service rate.
7. Checks should be made payable to: City of Eugene Fire Marshal's Office.
8. Questions about the Annual Operational Permit Application or its process should be directed to the Fire Marshal's Office at (541) 682-5411, or by email at - fmoadmin@ci.eugene.or.us