Fire - Application - Event/Gathering

Follow the instructions below for creating an **Event/Gathering Fire Prevention Code Permit** in PLUS. The steps below review the application process from beginning to end.

Sections of this document

Required Information Locate Application Create Application

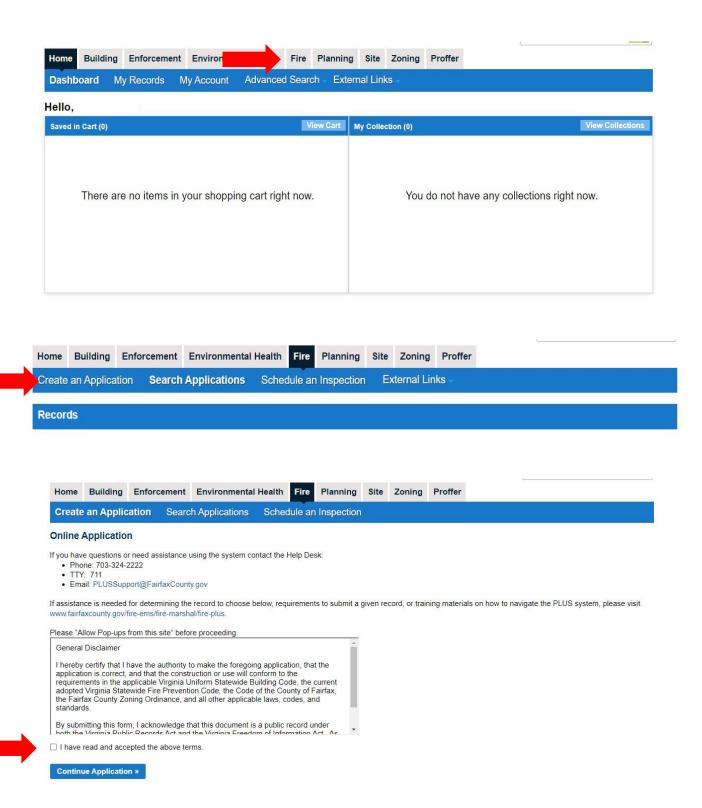
Required Information

A registered account

Locate Application

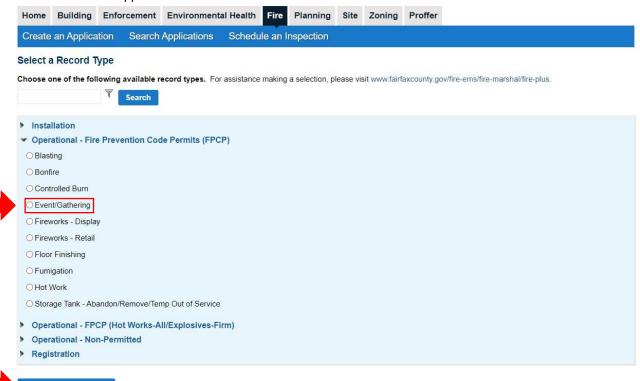
- 1. Login to PLUS using your registered email address and password
- 2. Click Fire module tab
- 3. Click Create an Application
- 4. Check the box to indicate you have read and accepted the terms





5. Expand the **Operational – Fire Prevention Code Permits (FPCP) dropdown menu** on the Select a Record Type screen

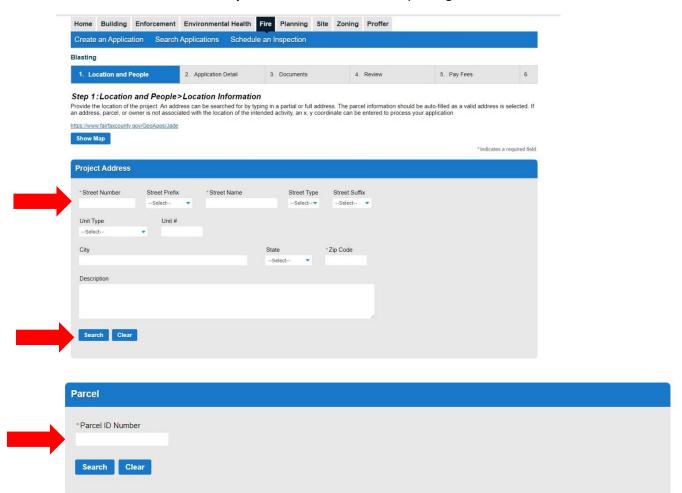
- 6. Select the option for Event/Gathering
- 7. Continue Application



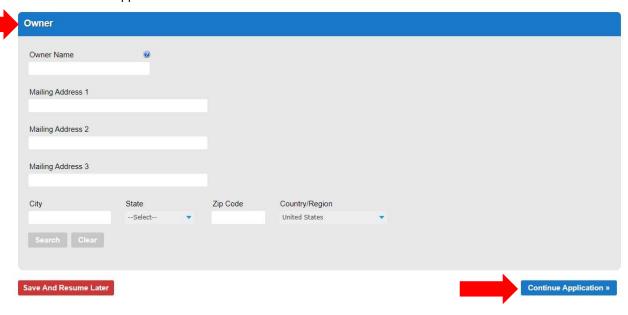
Continue Application »

Create Application

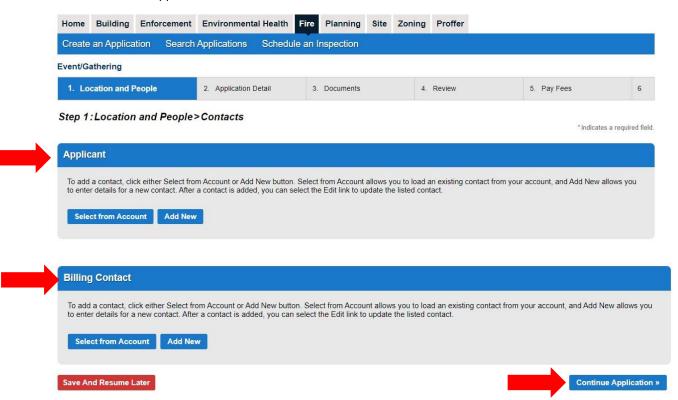
- 1. Complete Step 1: Location and People
- 2. To fill in a location, use either the Project Address or Parcel information boxes:
 - a. To search for an address using Project Address, type address information into the text boxes and click **Search**. Addresses containing the corresponding information will be displayed.
 - b. To search for an address using a Parcel ID, type the Parcel ID number in the textbox and click **Search.** The Project Address information corresponding to that Parcel ID will be auto filled.



- 3. Owner information will be auto populated based on the Location provided
- 4. Continue Application



- 5. Fill in information for Applicant and Billing Contact
- 6. Use the **Select** button to search for saved contacts on the account or the **Add New** button to create a new contact
- 7. Continue Application



- 8. Complete Step 2: Application Details
- 9. Fill out the **Project Scope**
- 10. Answer the questions in **Permit Information**
- 11. Answer the questions in **General Information**
- 12. Continue Application

Event/Gathering

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1 Location and reopie	2. Application Detail	5. Documents	4. Review	J. Faylees	0

Step 2: Application Detail > Application Information

*indicates a required field.

Project Scope	
This will describe the event/gathering, to include the na	ame, dates, and any other pertinent information. It may be updated by county staff to include all necessary details.
* Project Name:	
* Project Description:	
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Permit Information						
Please check all permits your event or gathering will require AND which you will be liable for and responsible for paying. Vendors, only choose the permit you are required to btain and hold.						
Outdoor Assembly:						
Indoor Assembly:						
Tent:						
LP-Gas:						
Open Flame/Candle:						
Hot Work (Event/Demonstration):						
Special Amusement Building:						
Explosive: Black Powder:						

General Information		
*A Site Layout, Public Safety Plan, Flame Resistant Certificate, Tent Inte Layout, and/or Amusement Building Interior layout will be required with submission, based on the information provided. Will there be any addition		
Save And Resume Later		Continue Application »

- 13. Complete the Date and Time Information
- 14. Enter the Start Date, Start Time, End Date, End Time
 - a. If there is an Alternate Start Date, enter in the information
- 15. Continue Application

Event/Gathering





- 16. Complete Step 3: Documents
- 17. Attach any documents required by PLUS
- 18. Continue Application

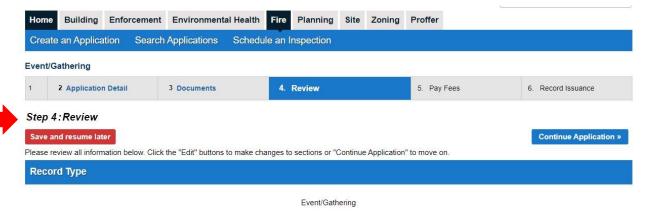


Step 3: Documents > Documents

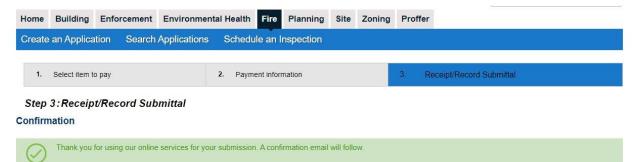
*indicates a required field.



- 19. Complete Step 4: Review
- 20. Review application to make sure all information is correct
- 21. Continue Application



22. Step 5: A confirmation screen will verify that your application was submitted and a record number is provided



23. Once your application has been reviewed & approved you will receive notice to make payment in PLUS