



**Fire Prevention Bureau**  
 County of Maui  
 313 Manea Place  
 Wailuku, HI 96793  
 (808) 876-4690

|                      |
|----------------------|
| PERMIT NO:<br>FTMP - |
| PERMIT TYPE:         |
| FEE: \$25.00         |
| EXPIRATION DATE:     |
| TMK:                 |

**Permit to Erect Temporary Structures  
 Larger than 700 sq. ft.**

Please include the following with application:

- Event site plan with measurements. (See Event Checklist)
- Certificate of Flame Resistant for Tent
- \$25 fee (cash or check made out to: County of Maui)

**This Permit Is To Be Conspicuously Posted**

| Event Information                                 |                    |                   |
|---|--------------------|-------------------|
| Name of Event: _____                              |                    |                   |
| Name of Sponsor: _____                            |                    |                   |
| Event Coordinator/Contact Person: _____           |                    |                   |
| Event Coordinator/Contact Person Signature: _____ |                    |                   |
| Daytime Number: _____                             | Cell Number: _____ | Fax Number: _____ |
| Email: _____                                      |                    |                   |
| Event Address: _____                              |                    |                   |
| Street  |                    |                   |
| _____   | _____              | _____             |
| City  | State              | Zipcode           |

| FOR FPB USE ONLY |  |       |  |
|------------------|--|-------|--|
| Fire<br>Official |  | Date: |  |



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**Event Information**

Name of Event: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Event Coordinator/Contact Person: \_\_\_\_\_

Event Coordinator/Contact Person Signature: \_\_\_\_\_

Daytime Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Event Address: \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

**Event Date(s) and Event Timeline:**

| Day   | Date of Event | Set up Date | Set up Time | Event Start Time | Event Finish Time |
|-------|---------------|-------------|-------------|------------------|-------------------|
| _____ | _____         | _____       | _____       | _____            | _____             |
| _____ | _____         | _____       | _____       | _____            | _____             |

**Event Logistics**

How many participants are expected? Per day \_\_\_\_\_ In total \_\_\_\_\_

Will the event be located on:  Private Property  Commercial Property  Public Property

Will there be cooking at your event?  Yes  No

What type of cooking will be done at the event: (Check all that applies)

Deep Frying  Solid Fuel (Charcoal/Wood)  Propane  Electrical Appliance

Other: \_\_\_\_\_

Will there be any Access-Controlled Areas within the event? (VIP Areas, Beer Gardens, etc...)  Yes  No

- Indicate size of area, locations of exits, and egress opening widths on event site plan.

Check all that applies:

Liquor Clearance  Park Facility Approval  Private Function  Public Event

**FOR FPB USE ONLY**

|               |       |      |       |
|---------------|-------|------|-------|
| Fire Official | _____ | Date | _____ |
|---------------|-------|------|-------|

# Event Checklist

## Please include the following on your Event Site Plan:

### Contact Info

- Event Name and Location
- Event Date and Time
- Event Organizer: Name and Phone Number
- Contact Person who will be in charge of set-up: Name and Phone Number  
(If different from Event Organizer)

## Site Plan of Event with Measurements

### Tents

Indicate if they are Canopy Tents with all sides open or Tents that are enclosed with marked exits.

Indicate tent set up and placements on site plan (Mark distance between tents)

- Tents need to be 10 ft apart to be considered as a single tent. If not it will be counted as a group of tents with one measurement.
- Tents by existing buildings cannot block the exits.

Indicate tent sizes

- Tents larger than 400 sq ft or groups of tents larger than 400 sq ft has to be flame retardant material and you must provide Flame Resistant Certificate for tent.
- Tents larger than 700 sq ft require a \$25.00 Tent Permit (Only one permit per event is needed). Only cash or check made out to County of Maui is accepted.

Identify tents with cooking

- Label tent with what type of cooking (Gas/Charcoal/Appliances/Deep Frying)
- Cooking tents must be 20 ft away from non-cooking tents.
- Must have own fire extinguisher with rating of 2A 10BC minimum.
- Deep Frying Operations must have a Class K Fire Extinguisher
- If cooking with charcoal
  - Grill must be 20 ft away from all tents
  - Must be protected with barriers so public cannot come in contact with grill station.
  - Must have hose and water spigot.

Tents that are enclosed

- Must have 2 exits with a minimum 3 ft opening (6ft if occupant load will be 100 or more people)
  - Must be separated by half of the diagonal

### Assembly Area (Any enclosed space or barricaded space)

- Assembly Areas must have enough square footage for intended occupant load
  - Standing Room Only = 7 sq ft per person (Ex: 100 people = 700 sq ft)
  - Table and Chairs = 15 sq ft per person (Ex: 100 people = 1500 sq ft)
- An occupant load for 50 persons or more will need two separate exits with a minimum 3ft opening (100+ persons require 6ft openings)
- Exits must be separated by one half of the diagonal distance of the space
- Calculated occupant load must be monitored and shall not be exceeded.  
(One person count people coming in and one person count people going out)

## Generators and Light Towers

Indicate location on site plan

- Must be 5 ft away from any tent
- Must be protected by fencing or barricade to prevent public from contacting it.

## Electrical Wiring

High Wired

- Must be at least 10 ft off the ground

Low Wired

- Must be covered and protected in areas with traffic.

## Fire Exits

- Must have two 6 ft exits for overall site area

## Fire Department Access

- Must indicate Fire Department Access to Event on Map
- Must be a paved road way for Fire Access

## Fire Extinguishers

Indicate location on site plan

- Besides cooking booths there must have marked fire extinguishers around site
  - Must be a maximum travel distance of 75 ft to each fire extinguishers
  - Class Rating of 2A 10BC
  - Must be mounted a minimum of 4in off the ground with the handle no higher than 5ft.

## Bouncy Castles

- Must be at least 10 ft away from any regular tent and 20 ft away from any cooking tent.