



1333 NW Eastman Parkway, Gresham, Oregon 97030-3813
Phone 503-618-2355 • Fax 503-666-8330
GreshamOregon.gov/fire
GFD@GreshamOregon.gov

FIRE PREVENTION PERMIT APPLICATION

**Complete all information fields and attach a detailed site drawing to the application.
Applicant must submit this form at least seven (7) business days prior to the event.**

Applicant Name: _____

Home Address: _____

City, State & Zip Code: _____

E-mail: _____

Contact Phone: _____ Alternate Phone: _____

**All events are subject to a fire inspection. Applicant must provide a phone number
for an event representative who will be available on site for the fire inspection.**

Event Name: _____

Event Address: _____

Anticipated number of people to attend the event: _____

Event Date(s): _____ Event Hours: _____

Set up Date: _____ Time: _____ AM/PM

Take Down Date: _____ Time: _____ AM/PM

What time will you be ready for an inspection: _____

By signing this form applicant agrees to meet all of the requirements of the applicable Oregon Fire Code, City Code and Gresham Fire Department Event Permit Guidelines for the duration of the event.

Signed: _____ Date _____

Waiver of Fees: Proof of non-profit status AND/OR Co-sponsorship by city, government, and or school district is required at time of application.

Event Planning Guide Received _____ (initialed by applicant)

*****For City Use Only*****

Fee Paid: _____

Form of Payment: Cash Check

Received by: _____

Credit Card (instructions on reverse)

Credit Card Payment Instructions

Type GreshamOregon.gov/Services/Pay-Your-Bill-Online in your web browser.

Go to the Misc. Charges tab and click the Pay Now button.

Utility Bills	Business and Rental Licenses	Misc. Charges	Permit Fees	Sponsorships and Donations
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Pay now >

- For miscellaneous fees and services such as code violations, fire inspections, and rental housing violations.
- Pay by phone at 1-844-813-4738; an additional fee will apply for phone transactions.

Click Miscellaneous.

Miscellaneous >

In the dropdown menu, choose Fire Department Fee.

Enter an invoice number or description of payment, such as Fire Prevention Permit.

Enter your organization or your name in the Customer or Account Number and Name on Invoice boxes.

Fill in the payment amount.

Enter your phone number and email address.

Miscellaneous

For miscellaneous fees and services such as code violations, fire inspections and rental housing violations.

[Click for more information.](#)

For electronic payments using ACH or EFT (Automated Clearing House/Electronic Funds Transfer) from your checking or savings a transaction fee of \$1.95 is charged; no limit on payment amount. For payment with a credit or debit card there is a per transaction fee of 2.5% with a \$2.95 minimum fee.

Miscellaneous *

Customer or Account Number

Invoice or Bill Number *

Name on Invoice *

Amount *

Call Gresham Fire Admin Office for fee

Phone Number *

Email Address *

Confirm Your Information >

Click Confirm Your Information - Add Selected Invoices – Proceed to Payment.

Choose your payment method and click Continue to Payment Information.

Enter your payment information and click Continue to Review Payment.

Click Process Payment when you are ready to make the payment.