

LOUDOUN COUNTY FIRE AND RESCUE
FIRE MARSHAL'S OFFICE
23675 Belmont Ridge Road, Suite 150
Ashburn, VA 20148
703-737-8600 703-737-8595 (fax)
www.loudoun.gov/firemarshal



ASSEMBLY USE PERMIT APPLICATION

GENERAL INSTRUCTIONS FOR THE APPLICANT

- **PLEASE READ OVER THIS APPLICATION AND INSTRUCTIONS THOROUGHLY AND FILL OUT COMPLETELY, USING INK OR OTHER PERMANENT MARKER.**
- **PLEASE PRINT OR TYPE ALL RESPONSES. FORM IS FILLABLE IN ADOBE ACROBAT.**
- **SUBMIT THIS APPLICATION TO THE FIRE MARSHAL'S OFFICE AT THE ADDRESS LISTED ABOVE. PERMITS ARE NORMALLY PROCESSED WITHIN 10 BUSINESS DAYS.**

This application is for an: Assembly uses, with a posted occupant load of _____

Existing Permit Number (Renewals Only): _____ NO CHANGES

This is a: Bar Gymnasium Nightclub Place of Worship Restaurant Theater
 Other _____

Fees: \$90.00 for each addressed location. Operational permits are valid for one year.

Business Name: _____ DBA: _____

Billing Address City State Zip

Inspection Property Address if different than billing:

Street Address City State Zip

Name of person making application:

Print full name Telephone: _____ Emergency Telephone: _____

I, _____ hereby accept full responsibility for the adherence to all requirements of the Virginia Statewide Fire Prevention Code and the Loudoun County Fire Prevention Code pertaining to the above application.

Please return this application with check or money order payable to the County of Loudoun.

Only application page needs to be returned. The instructions page is only to assist the applicant and provide general guidance.

Instructions

Select type of permit, Assembly or Educational. Enter occupant load (if known) in the space provided. Then select general use under the appropriate category.

If you are renewing an existing permit, enter the number in the space provided. If there are no changes to your Fire Evacuation or Fire Safety plans, check the ‘No Changes’ box.

Provide the business name and ‘Doing Business As’ name if it is different. Often a business uses a corporate name that is different from the name on the location. If the business location is different from the billing office, enter it as the inspection location in the space provided.

Make sure to provide the name and contact information for the person filling out the application. The application with a check or money order payable to ‘County of Loudoun’ should be mailed to the address shown on the application. We are not equipped to accept cash or credit/debit cards at this time.

Once the permit is processed an inspection will be scheduled. Common items we look for are:

- **Exits are clear and accessible.**
- **Exit signs and emergency lights work properly.**
- **Evacuation routes are posted as required.**
- **Occupant load cards are posted as required.**
- **Fire drills are conducted and documented as required.**
- **Storage is not impeding egress or the operation of fire suppression systems.**
- **Portable extinguishers are accessible and properly maintained.**
- **Documentation showing current maintenance of alarm and suppression systems, where installed. This includes required and voluntary systems.**
- **Kitchen hood systems, where installed, are clean and properly maintained.**
- **Electrical panels, alarm panels and other utility controls are accessible.**
- **Building address is clearly visible from the street.**

This list covers the most common items related to these occupancies. Not all of these items apply to every location, and some have additional specific requirements.

Assembly and Educational uses are also required to develop Fire Evacuation and Fire Safety plans. These plans are reviewed by the Fire Marshal’s Office, but must be developed by the applicant. To assist in completing these plans, there is an outline of the requirements attached. The full code text is available on request.

If you have questions related to a specific use or operation, please contact the Fire Marshal’s Office for additional assistance.