



REQUIREMENTS FOR TEMPORARY SEASONAL LODGING AND WARMING SHELTER PERMIT

All items listed below shall be in compliance **prior** to approval for a Temporary Seasonal Lodging Permit. A fire safety inspection shall be completed at least one day prior to use. Temporary lodging shall be used for a period of not more than 90 days in a 12-month period on a single premise. In order to be granted an extension of this time restriction, permission shall be obtained from the Gresham Fire Marshal. Failure to comply with any of these requirements may result in closure of the shelter and/or citation.

Requirements:

- **Approval by City of Gresham Planning Department for a Type II Temporary Use**
- **Current City of Gresham Business License for temporary residential use.**
- **Temporary Certificate of Occupancy for R-1 occupancy must be obtained by the City of Gresham Building Official**
- **Building(s) shall be equipped with a full NFPA 13 Fire Sprinkler system that is properly maintained; serviced; and monitored by a central alarm station. (OFC 903.2.8)**
- **Sleeping areas shall be equipped with working smoke alarms. (ORS 479.250 and OFC 907.2.10)**
- **An occupant load sign provided by the Fire Marshal shall be posted and strictly adhered to. Occupant Load is based on 35 sq. feet per person (OFC 1004.9)**
- **Exits, exit doors, and egress pathways shall comply with code requirements:**
 - **Adequate number of exits shall be provided for the assigned occupant load. (OFC 1006.1)**
 - **Exit signs shall be in proper working order and visible from all sleeping areas. (OFC 1013.1)**
 - **Exit doors shall operate properly. (OFC 1010.1)**
 - **Egress pathways, hallways, and corridors shall be illuminated at all times the building is occupied. This may require an emergency back-up generator. (OFC 1008.1)**
 - **All exit ways and doors shall be kept clear of obstructions. (OFC 1028.3)**
- **Building(s) shall be equipped with an adequate number of fire extinguishers that are properly maintained and serviced. (OFC 906.2)**

- **Buildings shall be equipped with an adequate number of plumbing fixtures in accordance with OSSC Table 2902.1 for Residential occupancies**
- **An approved Firewatch shall be in place with hourly building checks (OFC 901.7)**
- **An approved safety and evacuation plan shall be posted and followed during an emergency for all occupants and shall include provisions for non-ambulatory persons and those who have special needs. (OFC 404.2)**
- **Sleeping accommodations shall only be at grade level.**
- **No smoking is allowed within the building and no smoking signs shall be posted. (OFC 310.3)**
- **No consumption of alcohol is allowed in these occupancies and so posted.**
- **No open flame devices or cooking are permitted. (OFC 308.4)**
- **No portable heaters shall be allowed. (OFC 604.10)**
- **Provisions made for storage of personal belongings of occupants (OFC 315.3)**

Once all code requirements have been met a permit may be issued for the intended facility. Please contact the Gresham Fire Marshal's Office at (503) 618-2355 to apply for a permit or consult with the Fire Marshal.

Note: OFC denotes the Oregon Fire Code, OSSC denotes Oregon Structural Specialty Code