



[CITY OF]

OTTUMWA

HAUNTED HOUSE/FUN HOUSE APPLICATION

Applicant _____

Organization _____

Address _____
Street City State Zip

Date(s) when license is desired _____

Location of licensed area _____

Nature/Purpose of Organization

Provide the following information for all vehicles being used in connection with said business:

Make _____ Model _____ Year _____ License No. _____ State _____

Entry Fee Charged: Yes No Amount of Entry Fee: \$ _____

Name, address, & phone number of immediate supervisor:

Name of recent or previous community in which licensed or operated: _____

Date _____
Signature of Applicant

- 1. Please provide proof of general liability insurance, with the City of Ottumwa endorsed as an additional insured.
- 2. A detailed floor plan must accompany the application (drawing to scale, including dimensions, locations of exits and all fire extinguishers).
- 3. Application must be submitted at least 30 days prior to event.

OFFICE USE ONLY

Upon completion of applicant's background investigation, Chief of Police or designee recommends:

approval _____ / disapproval _____ of license issuance. If disapproved, give reasons:

Date: _____ By: _____

Upon completion of premise background investigation, Fire Chief or designee recommends:

approval _____ / disapproval _____ of license issuance. If disapproved, give reasons:

Date: _____ By: _____

License fee paid:

Total amount received: _____ License No. _____ Expiration: _____ Receipt No. _____

**Ottumwa Municipal Code Chapter Chapter 22, Article VIII.
Haunted House/Fun House Permits.**

Following is a summary of rules and regulations from Chapter 22, Article VIII.

1. Each and every person or sponsoring entity or organizer setting up a haunted house or fun house shall first obtain a permit from the City Clerk.
2. Upon receipt of an application, the City Clerk shall forward to the Chief of Police or designee and the Fire Chief or designee, who shall, within five working days, recommend approval or disapproval of the issuance of a permit after investigation of the applicant's reputation and character, permit application and whether the premises meet the requirements of Chapter 22, Article VIII.
3. Upon investigation of the applicant by the City Clerk, Chief of Police, Fire Chief, report shall be made to the City Council who shall grant or deny the permit.
4. The City Clerk will charge a fee of not more than \$10.00. The Fire Department will charge an inspection fee as approved by City Council resolution.
5. Requirements:
 - a. No dead-end corridors.
 - b. Must have obvious exit out of the maze for approximately every 50 feet of linear travel.
 - c. All aisles must be a minimum of 44 inches wide and 80 inches high.
 - d. Detailed floor plan must accompany application.
 - e. Total number of occupants in the facility at any time shall be limited to a number determined by the Fire Department.
 - f. Group shall consist of not more than 20 persons.
 - g. Group of children 12 and under, must be accompanied or supervised by a staff person who is 18 years of age or older.
 - h. Guide must have a flashlight.
 - i. Staff shall be thoroughly instructed on evacuation plan and able to assist public in case of emergency.
 - j. Exits shall be minimum of 36 inches wide and 80 inches high.
 - k. Lighted exits signs must be above each exit.
 - l. No smoking allowed at any time.
 - m. No open-flame devices or temporary heaters.
 - n. All combustible material must be treated or protected.
 - o. Sufficient number of fire extinguishers shall be provided.
 - p. Fire extinguishers shall have a service tag and shall be mounted in a conspicuous location.
 - q. Staff members shall be instructed in the proper use of extinguishers.
 - r. Operational dual sensor smoke detectors shall be in place.

**For the complete City Code Section pertaining to Haunted Houses/Fun Houses visit the City of Ottumwa website at www.cityofottumwa.org.