



# SAN DIEGO FIRE-RESCUE

## COMMUNITY RISK REDUCTION DIVISION

GUIDELINE TITLE	GUIDELINE NUMBER
<b>SPECIAL EVENTS GUIDELINES</b>	<b>E-1</b>

### **I. PURPOSE**

These guidelines are intended to familiarize event promoters, sponsors, organizers, and vendors with information about special events procedures and general fire safety regulations that are enforced by the Fire-Rescue Department. The Department is committed to promoting public safety and providing a level of service that will ensure a safe and successful event.

### **II. EVENTS REQUIRING A FIRE-RESCUE DEPARTMENT PERMIT**

- A. Assembly of 50 or more people within a building not classified under the building code as a place of assembly
- B. Outdoor assembly of 50 or more people within a fenced area
- C. Special Amusement Area
- D. Ballpark events with field and/or park occupancy
- E. Carnivals and fairs
- F. Casino nights
- G. Exhibits and trade shows
- H. Fireworks, pyrotechnics, special effects, and open flames
- I. Fire performers
- J. Grad nights
- K. Haunted houses and ghost walks
- L. [Model rocket](#) launches
- M. Sports Arena events with floor occupancy
- N. Tents and other membrane structures having an area greater than 400 square feet
- O. [Temporary Special Event Structures](#) greater than 400 square feet. This includes any ground-supported structure, platform, stage, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures.
- P. Vehicle displays within a building or tent

### **III. TEMPORARY ASSEMBLIES AND INCREASES IN OCCUPANT LOAD**

Please refer to FPB Policy O-11-4 for specific guidelines regarding temporary assemblies and increases in occupant load. See FPB policies at: <https://www.sandiego.gov/fire/services/policies>.



## SPECIAL EVENTS GUIDELINES E-1

### IV. PERMIT APPLICATION

A special event permit application can be obtained at:

<https://www.sandiego.gov/sites/default/files/singleapp.pdf>. The completed permit application, along with dimensioned site plans and floor plans and any other supporting documentation can be emailed to [sdfdevents@sandiego.gov](mailto:sdfdevents@sandiego.gov).

The completed permit package shall be submitted at least two weeks (10 business days) prior to the event. A \$300 fee will be charged for applications submitted less than two weeks (10 business days) prior to the event. Applications received less than 5 business days before an event may not be reviewed. After the application is reviewed, the applicant will be contacted if any additional information is required or corrections are necessary. Once the permit application is signed, a copy will be sent to the applicant. An on-site inspection may be conducted to verify the site layout and that the conditions are in accordance with the permit. A fee will be charged at the rate specified in the current fee schedule.

### V. PLANS

The minimum page size for plans is 8.5" x 11". Plans shall be drawn large enough and clear enough for review purposes and drawn to scale or dimensioned. Plans shall be submitted with the Application for Single Event Permit.

A detailed site plan and floor plan are required with all permit application submittals. The **site plan** shall show the entire event site, existing structures, all exits and entrances and their widths. A detailed **floor plan** shall show all exits and entrances, fire extinguishers, any required signs, and the layout of furniture and decorations.

Construction documents for temporary special event structures shall be submitted and comply with California Fire Code Section 3105 and the requirements can be found at:

[https://codes.iccsafe.org/content/CAFC2022P1/chapter-31-tents-temporary-special-event-structures-and-other-membrane-structures#CAFC2022P1\\_Pt04\\_Ch31\\_Sec3105](https://codes.iccsafe.org/content/CAFC2022P1/chapter-31-tents-temporary-special-event-structures-and-other-membrane-structures#CAFC2022P1_Pt04_Ch31_Sec3105).

For more information about required plans and/or the Application for Single Event Permit, contact the Community Risk Reduction Division, Special Events Section by phone at (619) 533-4388 or email at [sdfdevents@sandiego.gov](mailto:sdfdevents@sandiego.gov).

### VI. FIRE SAFETY OFFICER

The Fire Code Official may require one or more Fire Safety Officer(s) (FSO) during an event. Circumstances requiring an FSO(s) may include, but are not limited to, places of assembly or any other place where people congregate, exhibitions, displays, and contests or activities where there is a unique public safety concern. A fee will be charged for standby FSOs at the rate specified in the current fee schedule.