



THE CITY OF SAN DIEGO

SPECIAL EVENTS GUIDELINES

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, Fire Prevention Bureau. The Department is committed to promoting public safety and assisting all parties involved by 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) Amusement buildings
- d) Ballpark events with field occupancy
- e) Carnivals and fairs
- f) Casino nights
- g) Exhibits and trade shows
- h) Fire performers
- i) Fireworks, pyrotechnics or special effects
- j) Grad nights
- k) Haunted houses and Ghost walks
- l) Model rocket launch
- m) Open flame effects before a proximate audience
- n) Sports Arena events with floor occupancy
- o) Stadium events with field occupancy
- p) Temporary membrane structures and tents having an area in excess of 400 square feet
- q) Vehicle displays within a building or tent

III. Temporary increases in occupant load

Please refer to FPB Policy O-11-4 regarding temporary increases in occupant load. FPB policies can be obtained at:

<http://www.sandiego.gov/fire/services/policies/index.shtml>

Community Risk Reduction Division

Fire-Rescue Department • 600 B Street, Suite 1300 • San Diego, CA 92101-4903
Tel(619) 533-4400 Fax 544-6806

IV. Permit application

A special event permit application can be obtained at: <http://www.sandiego.gov/fire/pdf/singleapp.pdf> The completed permit application, along with dimensioned floor and/or site plans and any other supporting documentation, can be emailed to sdfdevents@sandiego.gov

The completed permit package shall be submitted at least two weeks prior to the event. After the application is reviewed, the applicant will be contacted if any additional information required or corrections to be made. Once the permit application is signed off, a copy will be sent to the applicant. An on-site inspection by the Department may be required to verify 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". We request that plans be drawn large enough and clear enough for review purposes. Plans shall be submitted with the Application for Single Event Permit.

A detailed site plan is required for all tent, canopy, and membrane structure permits, fireworks permits, outdoor special effects, beer gardens, and outdoor place of assembly permits. The site plan must show the entire event site, existing structures and all exits and entrances. This plan must be legible and drawn to scale or dimensioned.

A detailed floor plan is required for all tent and membrane structure permits, exhibits and trade shows, indoor special effects permits and indoor place of assembly permits. The floor plan must show all exits and entrances. This plan must be legible and drawn to scale or dimensioned.

For more information about required plans and/or the Application for Single Event Permit, contact the Fire Prevention Bureau, Special Events Section by phone at (619) 533-4400 or by email at sdfdevents@sandiego.gov.

VI. Fire Safety Officer

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

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