



# PLANNING FOR FIRE PREVENTION AND LIFE SAFETY AT YOUR SPECIAL EVENT

THE CITY OF SAN DIEGO



**OFFICE OF  
SPECIAL  
EVENTS**





*Establishing fire prevention and safety procedures is an essential component of the event planning process...*

# Planning For **FIRE PREVENTION** AND LIFE SAFETY at Your Special Event

Contact the Office of Special Events at (619) 685-1331 to coordinate a preliminary discussion about your special event.



*The San Diego Fire Department is committed to a fire prevention program that places a high priority on the welfare and safety of the public while minimizing potential fire and life safety hazards.*

*Establishing fire prevention and safety procedures at your special event is an essential component of the event planning process.*

*This brochure is designed to provide you with information that will assist you in developing fire prevention and life safety strategies at your event and also serves as a guide to help you determine when a fire permit is necessary.*

## PLANNING OUTDOOR EVENTS

If you are holding an outdoor event such as a run, walk, festival or parade, your event must be reviewed by the Fire Marshal for fire safety, crowd capacity and access issues. This review process is required for all special events including those held on public or private property.

After submitting the appropriate permit applications or attaining approvals to hold your event at a selected venue, you must submit an Application of Single Event Permit to the Fire Marshal. As part of the application, you will be required to submit two (2) copies of your site plan. Whenever possible, Computer Assisted Drawing (CAD) representations of your site plan are preferred. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner.

Your event site plan should include:

- An outline of the entire event venue
- The names of all streets or areas that are part of the venue and the surrounding area
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue
- The location of all stages, tents, portable toilets, booths, cooking areas and other temporary structures



- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbeque grills

- Exit locations for outdoor events that are fenced

In addition to the information depicted on your site plan, you will be required to submit written statements indicating:

- The estimated crowd projection for your event
- A complete list of all vendors who will be cooking at the event including the location of each booth and the method of cooking
- Load-in and load-out times and procedures

## WORKING WITH VENDORS AT YOUR EVENT

To assist you in working with food vendors at your event, the Fire Marshal has developed a pamphlet entitled "Regulations For Portable Exterior Cooking Booths At Special Events". Copies of this pamphlet are available from the Fire Marshal and should be distributed to all vendors that intend to cook on site.

As an event organizer it is important that you coordinate load-in and load-out times and procedures

with your vendors and ensure that vendors keep all fire access lanes clear of obstructions.

To ensure public safety, the Fire Marshal will inspect your venue for access and cooking compliance either before or during your event. Your vendors should be prepared to make any changes necessary while the Fire Marshal is on site at your event.

## OTHER ACTIVITIES THAT REQUIRE A FIRE PERMIT

In addition to outdoor events, there are a number of other activities that require Fire Marshal review. The following list provides a general overview of the types of activities that require a fire permit and/or monitoring by fire prevention professionals:

- A building that has not been classified for public assembly is used as an assembly area for fifty (50) or more people
- A floor in a high-rise building is used as a public assembly area for fifty (50) or more people
- A tent over 200 square feet or canopy over 400 square feet is erected
- A special event or concert is held in the parking lot or interior facility of Qualcomm Stadium, San Diego Sports Arena, or any other arena type facility
- A concert or any other type of staged

performance is held at a building or facility that has not been classified for that primary purpose

- A Trade Show or Promotional Display is constructed
- Firework or special effect displays are conducted
- Open flame devices are used during a public assembly
- Floats are constructed
- Laser displays are used
- A vehicle is displayed within a public assembly
- A "Casino Night" permit is secured from the Police Department
- Model rockets are launched
- Temporary fuel storage and usage is an event component

## CROWD CAPACITY

As part of the permit review process, the Fire Marshal will evaluate your event site plan and written description to determine maximum crowd capacity within your venue. As an event organizer you are responsible for establishing and managing event procedures and strategies to comply with this requirement. Many events use security, music type, entertainment schedules and venue design to help manage the anticipated attendance at any given time during the event.

***City Fire Marshals will work***

***with you for a successful***

***and safe event.***

## STAND-BY FIRE PERSONNEL

Your event may require on-site review or supervision by Fire Marshal Stand-by Personnel. Stand-by Personnel are required to ensure that fire safety, crowd capacity and access issues are maintained for the duration of your event. Should Stand-by Personnel be required at your event, fees may apply.





## HOW DO I RECEIVE AND SUBMIT A PERMIT APPLICATION?

All Fire Marshal related applications and permits can be submitted and received through the following means:

### **Mailing and Reception Desk Pick-up**

City of San Diego  
Fire and Hazard Prevention Services  
1010 Second Avenue, Suite 300  
Third Floor West Tower  
San Diego, CA 92101

**Telephone** (619) 533-4400

**Facsimile** (619) 533-4426

Please note all applications must be submitted a minimum of two weeks prior to your event. Should you have concerns regarding requests made in your permit application, you should submit your request with the appropriate amount of time for review and research by the Fire Marshal to accommodate your needs. Applications that do not meet life safety requirements will be denied and can prevent your event from taking place.

## HAVE A SAFE AND SUCCESSFUL EVENT

As an event organizer you are an important part of our fire safety and prevention team and we appreciate your participation. The Fire Marshal looks forward to working with you to make your event a safe, successful, and fun experience for everyone who attends.