

San Francisco Fire Department

Bureau of Fire Prevention

Guide for Temporary Events

Purpose: The purpose of this document is to establish guidelines and requirements for submitting operational permits for fire-regulated activities or operations as defined by the most current San Francisco Fire Code (SFFC). This guide will assist applicants in the planning and understanding of SFFD timelines and requirements necessary to approve a large event, which can be defined as an event with 5,000 or more persons in attendance and smaller events.

Scope: This guide applies to all persons, companies, organizations and entities engaged in an activity or operation that requires an approved fire permit from the San Francisco Fire Department on activities regulated by the SFFC.

Please be advised that all meetings, submittal of paperwork and payments are required to be *in person* at the City and County of San Francisco Permit Center located at 49 South Van Ness Avenue.

Office Hours: Monday, Tuesday, Thursday, Friday. 7:30am-4pm and Wednesday 9am-4pm.

Office Phone number: 628-652-3260

Reference: SFFD Administrative Bulletins at <https://sf-fire.org> :

2.12 Flame Effect Performance Application Requirements

2.13 Submittal Requirements for Temporary Tents and Membrane Structures

2.14 Submittal Guidelines and Requirements for Fire Permit Applications

5.10 Safety Requirements for Regulated Activities at Outdoor Food & street Fairs

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Acknowledge Timeline for Meetings and paperwork Submittal

Please check the box and initial after each item below to confirm acknowledgment.

*If items do not apply to your event, please write **N/A** for non-applicable and initial after the item.*

- Events with more than 5,000 people require discussion with the Fire Department 6 months before event. _____
 - A second meeting should be scheduled to submit the event paperwork as stated below. _____
- Event paperwork and fees for events with more than 20 food vendors/food trucks or events exceeding 2 days or events with more than 5,000 attendees shall submit paperwork at least 4 weeks prior to the start of the event. _____
- ISCOTT events shall schedule an appointment 21 days prior to event and submit paperwork and payment 14 days or more in advance of the event. _____
- For all other events, event paperwork and payment shall be submitted 14 days in advance. _____
- Failure to submit paperwork and payment on time will result in additional fees charged to have paperwork processed after hours. Permits will not be issued for activities the Fire Department does not have enough time to process. _____

Acknowledge requirements for Hiring Fire Department Staff (WDO)

Please check and initial each item below to confirm acknowledgment.

- Payment and WDO paperwork for events that require a San Francisco Fire Department (SFFD) Fire Watch (WDO) needs to be submitted at least 14 days before event. Failure to do so may prevent us from being able to hire an Inspector for the event. Permits or activities that require a Fire Inspector will not be approved if Fire does not have enough time to hire an Inspector.

- Fees for a request for a SFFD Fire Watch, that are submitted less than 14 business days from the start of the event, that the Fire Department is not able to fill will be refunded. All other fees including Permit Fees will NOT be refunded.

- To be eligible for a full refund of WDO fees: cancelation shall be made before 10am during business hours and at least 24 hours before an event. Weekend WDOs shall be canceled at least 1 day (Thursday) before the end of the work week. _____
- San Francisco Fire Department staff are required to be onsite at least 1 hour before the event starts to inspect. Larger events require an earlier start time for pre-event inspections. _____
- The following activities require at least one fire inspector to be on site during an event and/or to inspect event. _____
 1. One inspector for every 10-food vendor for food truck/food trailer inspections.
 2. At least one inspector for temporary Places of Assemblies.
 3. When any changes are being made to the fire alarm system during a Place of Assembly event.
 4. Fire dancers, pyrotechnics, or fireworks (SFFD Fire Engine and crew may also be required).
 5. Use of propane heaters and/or mushroom heaters.
 6. After hours inspection or re-inspection of event, tents, or regulated activity.
 7. To monitor use of cryogenic (liquid nitrogen) in the event space.
 8. To monitor occupant loads or activities.
 9. To inspect propane tank change outs.
 10. Assistant Fire Marshal(s) may be required to staff Command Center, supervise Inspectors and/or make high level decisions.
 11. Battalion Chief may be required to staff Command Center for large events.
 12. Any activity determined by the Fire Department to require Fire Inspector(s) and/or Assistant Fire Marshal(s).

Acknowledge requirements for Site Plan

Please check and initial each item below to confirm acknowledgment.

- Provide detailed site drawings (Minimum 11"x17") that are large enough to read and be able to explain everything on the drawing(s). _____
- Provide event name and number of attendees. _____
- Provide number of tickets sold, RSVPs received or Ticket Master Report at time of paperwork submittal. _____
- State if tickets will be sold at the door the day of event. _____
- Drawing should show items below
 - Name of Event. _____
 - Date(s) and times of Event. _____
 - Street names with street widths and addresses. _____
 - Fire lanes and widths of fire lanes. _____
 - Include legend on the site map. _____
 - Show locations of fire hydrants, standpipe and sprinkler inlets, and fire escapes. _____
 - Show locations of water supplies in parks and connection to supply. _____
 - Show all exits, exit widths, and exit pathways, state if exits are open and/or staffed, state if exit gates are on wheels and sliders. Provide on separate drawing if needed. _____
 - Show fencing height, material fencing is made of, how fencing is supported and if scrim will cover fence. _____
 - Provide example of signage on outside of fencing for Fire Department access. _____
 - State if ground/floor cover will be used. Provide flame certificate(s). _____
 - Provide the dimensions, type of activity, and proposed occupant loads of all tents, buildings, structures, and platforms. _____
 - If event has multiple assembly tents, then identify tents with numbers on the drawing and outside of the tents. _____

- Show generator locations with a 20B fire extinguisher, indicate type of fuel, how the generator is grounded, type of barricades, access path to fire extinguishers and shut off, provide wheel blocks, and signage (NFPA placard and no smoking sign). _____
- Show refueling location for golf carts, type of fuel, size of tank(s), clean up materials for fuel spills and location of clean up equipment, NFPA placard with numbers, no smoking sign, secondary containment. _____
- Show propane storage location(s), state how tanks are changed out, how many tanks, type of barricades, NFPA placard with numbers, no smoking sign, process for distributing tanks, process for refueling tanks. _____
- Show location of vehicles in event space (emergency brake applied), tanks no more than ¼ tank full or 5 gallons full, whichever is less, battery shall be disconnected, gas cap shall be secured, vehicles are required to be in event space before events starts and shall not be allowed to move until event ends and attendees have left.

- Show vendor locations, provide separate drawings showing each food vendor area identifying their location (C1, C2, C3....), and provide table identifying the following: _____
 - Vendor identification number/letter
 - Food vendor business name
 - Size of cooking area (minimum 10'x10' cooking area and 10'x10' food prep area)
 - Amount of propane in cooking area, size of tanks, number of tanks.
 - Number of cassette feus being used.
 - Indicate if using sterno and identify disposal location and container
 - Indicate is using charcoal or wood cooking appliance, identify location of metal container with lid for disposal of ashes
 - Indicate if cryogenics (liquid nitrogen) is being used

- Note-vendors must have a clear exit pathway out of cooking area and to event exits
- Every food vendor shall have at least one fire extinguisher rated 2A10BC in addition to the fire extinguisher(s) hung on the cooking tent. A Type K fire extinguisher is also required if cooking with a deep fryer. One Type K fire extinguisher is required for every 4 deep fryers.
- Show Food truck/Food trailer locations. Provide and/or acknowledge the following: _____
 - Business name _____
 - Copy of their current Tax License Certificate _____
 - Copy of their current SFFD inspection sticker _____
 - Acknowledge that food trucks/food trailers are only permitted to operate with mounted propane tank and not external propane tanks _____
 - Acknowledge that tanks shall not be refueled during the event _____
 - Shall provide procedure for refueling tanks between event days _____
 - Fire extinguishers shall be served every 12 months and Ansul systems shall be service every 6 months _____
 - Ansul Systems and fire extinguishers shall have current California State Fire Marshal service tag _____
- Show catering location(s) and provide the following information:
 - Dates and times caterer will be cooking _____
 - Amount of propane being used _____
 - Size of propane tanks being used _____
 - State how tanks are being secured from tipping over _____
 - Process of changing out propane tanks _____
 - Location of cooking equipment outside food prep tent _____

- Confirm there is no cooking in tents or under canopies unless cooking under a UL 300 listed hood and extinguishing system

- Sterno and/or charcoal disposal container with lid and location

- Show all stage locations, dimensions of stage(s), state if stages have a canopy, provide engineering specifications of stages with wind requirements, 2A10BC fire extinguisher shall be positioned on each side of the stage. _____
- Show all bleachers, proposed occupant load, how occupant load and aisles are maintained, state if assembled onsite or fully assembled and folds open. _____
- Show all furniture, port o' potties, barricades, etc. in event space.

- Show location of propane heaters, time in use, must be positioned before event begins and inspected before event starts. Propane tanks shall not be changed during event _____
- Show location of candles and provide SFFD candle approval form with open flame permit application. _____
- Show locations of fire pits, state if fire pits use propane or solid fuel, explain how fire pits will be monitored, provide times they will be in use, state if fire pits will be used for roasting marshmallows and provide monitoring/safety plan for marshmallow distribution and roasting. _____
- Show location of emergency lighting, state if powered by building electrical or gas filled generator. _____
- Show location of 2A10BC fire extinguishers, fire extinguishers should be visible, accessible, off the ground and within 75 feet of all event locations (spaced 150 feet apart). _____
- Show smoking area. Provide information about ash trays and locations for discarded cigarettes. _____
- Show flame act/fire dancer location, barricade around dancer, spin out area with barrier to collect excess fuel, fuel storage area, list of performers and equipment used, time of inspection, time of flame

act. Know that some acts may require demonstration to the Fire Department before given a permit to perform during event. Follow requirements in SFFD AB 2.12 _____

- Fire act/fire dancer coordinator shall have meeting with Fire to go over permit conditions before event and onsite before performance.
- Show all tents, buildings, and outdoor enclosed spaces, shall show proposed occupant loads, square footage and intended activities. A separate page may be required. _____
- Show location of command post, EMS, SFPD and security.

- State time and location of security meeting so Fire may attend.

- Show location of drop of and pick up for attendees. (Uber, Lyft, Taxi, bus, etc.) _____
- Show location SFFD staff can pick up and return event radios.

Acknowledge requirement or provide information about Event

Please check and answer each item below to confirm acknowledgment.

- Provide production schedule when submitting event paperwork showing dates and times for buildout of event, tents, stages, etc. _____
- Provide dates and times of pre-inspection and event inspection allowing enough time for inspections to be completed before event opens to attendees.

- State who will be submitting permit applications and payment.
- State when paperwork and payment will be submitted. Larger events should schedule an appointment by calling 628-652-3260

- Determine the number of inspectors needed and the length of time needed. 1 inspector for every 10 vendors/food trucks. 1 inspector for generators, 1 inspector for tents at larger events, 1 inspector per fire dancing stage. Additional inspectors may be required for pre-inspection and for the duration of entire event.

- Show all barricades that will be used in event space, type of barricade and how they will be monitored.

- State if fencing is being used, the width & height of the fencing, how fencing will be secured from tipping over and material fencing is made of.

- State if exits are open or have gates on wheels/sliders. State how exits will be monitored, and signage posted on the inside and outside of fencing.

- State how the event occupant load will be monitored. Will there be counters at doors, crowd managers at event site, and if yes, how many?

- Who will serve as the Fire Department contact for occupant load issues during the event? Provide contact information and location during event.

- State if there is floor covering on floors inside buildings/tents or in outside event space (turf, carpet, straw, etc.). If yes, provide flame certificates, mark manhole covers and shut off in street on site drawing and covering.

- State if LPG (propane) will be on site, show location (outdoors in secured ventilated area), size of tanks, number of tanks, NO spare tanks, full or empty, are allowed in event space. Empty LPG tanks are required to be stored in an area back of house. Storage areas located back of house shall be labeled with NFPA placard and no smoking sign. All bottles, full or empty, shall be stored upright.

- Confirm acknowledgement that all inspections and permits shall be issued before event is opened to attendees. _____

- State all activities regulated by the Fire Department and # of permits needed.

- State what other City Departments are involved with event (PD, ISCOTT, Rec & Park, EMS, etc.).

- State if this is a private event, open to the public, ticketed, free, or an event where tickets will be sold at the door.

- State if occupants are arriving and leaving by personal car, uber/lyft/taxi/ chartered buses. State location/streets/intersections of arrival and departure.

- State if pre or post meetings with vendors are scheduled and if Fire Department should attend. Note-Fire Department fees will be charged for any meetings.

- State if medical services will be provided by private medical staff or City services. Provide EMS plan if occupant load requires a plan to be submitted and approved by the City.

- State if the wind speeds are being monitored (how, who, and where).

- Indicate if radios are being used for communication, are earpieces available to the Fire Department staff, are temporary communication antennas being set up, can we test radios in advance, how good is cell service in the area. Event radios shall be made available to the Fire Department (how many, process for obtaining and returning radios).

- Provide Safety plan –

- State procedure if there is an incident involving overcrowding, a fight, active shooting, earthquake, extreme weather condition, etc. Provide a separate document if needed.

- State location where the Fire Department should respond for entry to event.

- Provide the Emergency Announcement that will be said at beginning of performances identifying exits and show what will be shown on screens (exit locations, announcement).

- State what gates are staffed by security.

- State who the security company is, if this security company has been used in the past, and who is ensuring security is doing their job.

- San Francisco Police Department shall be notified is there are armed security on site. _____

- State who the Fire Department contacts if security is not doing their job (security supervisor).

- State where and when the security meeting is. Fire shall attend meeting.

- Provide gridded map of event space with letters and numbers to easily identify locations. _____

- Provide location of ambulance staging or response location for City ambulance.

- State how many crowd managers you have. _____

- State crowd manager duties and their chain of command.

- State if golf carts are available for Fire Department use. State location of carts, contact person for carts and refueling instructions? (A minimum of 1 cart shall be provided to the Fire Department if carts are being used onsite)

- State if producer has done this event in San Francisco before or at other location outside the city.

- State how many Fire Inspectors you anticipate needing for your event.

- State how many Assistant Fire Marshals you anticipate needing for your event. _____

- State date and time of post meeting review with the Fire Department.

Command Center and Communication

- Will there be a Command Center at this event? _____
- Where will the Assistant Fire Marshal and/or Battalion Chief be located in the Command Center? _____
- State if there is a private Incident Commander (IC) working event and provide the following information: _____
 - Name _____
 - Experience in San Francisco or other locations

 - Provide event IC contact information during event

 - Provide location and time for the event IC and the Fire Department to meet before the event to discuss concerns, chain of command and procedures

 - Show the location the event IC will be assigned to during the event

 - State how event IC is communicating with staff and how SFFD IC can hear communication and respond if needed

- Radios and radio channel guide showing EMS, Security, Fire shall be provided to all SFFD members working the event. _____
- Provide radio codes to the Fire Department. _____
- All SFFD members shall be provided with a gridded site map to easily identify event areas for medical or emergency situations. _____
- State if cameras are being used and if yes, state where they are directed and if they can be used to monitor event occupancy and exits.

- State how staff is communicating (radios, phones).

- State location of any temporary antennas or cell sites that are being installed. State who is responsible for the permits for generators.

- State when Fire can test radios prior to event start.

- State how cell service is in and around the event area.

- Provide music shut down procedure on a separate document and state the following:

- State who determines music shut down.

- State who performs music shut down and makes announcement.

- State how crowds are monitored at the stage(s).

Exit Signage Plan

Please check and initial each item below to confirm acknowledgment.

- Provide drawings/pictures of each type of exit sign. _____
- Provide size of sign and size of font of exit sign (6" font required for 100 feet distance, 12" font for 200' distance, etc.). _____
- Provide color of sign and font. _____
- State height of exit signs in event space and how they will be secured.

- State how exit signs will be illuminated. _____

Indicate acknowledgement of requirements

Please check and initial each item below to confirm acknowledgment.

- EVENTS SHALL NOT OPEN TO ATTENDEES UNTIL THE FIRE DEPARTMENT GIVES APPROVAL. _____
- For events where the estimated attendance is greater than 5000 persons, an Emergency Action Plan shall be submitted, and crowd managers are required to be on-site. _____
- Generators require a permit if the TOTAL of the tank sizes exceeds 60 gallons of diesel, or the TOTAL of tank sizes exceeds 10 gallons of gasoline. Tanks are not to be refueled during events or when hot. Generators that are not located in the production area (back of house) shall be barricaded from the public. Generators require a fire extinguisher rated at least 20B to be visible and accessible. Generator shall have current service tag with a California State Fire Marshal tag dated within the last 12 months and the pressure gauge shall be in the green. Generators shall be positioned at least 20 feet from assembly tents and/or flammable gases and at least 10 feet from building openings. All generators are to be outside building, canopies, and tents. Generators shall be grounded as necessary. _____
- No storage of flammable liquids is permitted in the event space.

- Tents larger than 400 square feet or tents without walls (canopies) larger than 700 square feet require a permit from the Fire Department. Tents shall be installed to manufacturer specifications and shall be at least 20 feet from adjacent property lines. Tents and canopies are not approved in a building that has a sprinkler system. _____
 - A pull test is required for each size of stake used to hold down a tent. Additional test shall be performed if the ground surface changes. The pull test results shall be provided by the tent company and submitted to the Fire Department during the tent inspection.
 - Flame certificates shall be submitted to the Fire Department and kept onsite for all decorations and/or floor coverings in a tent or canopy.

- Candles require a permit from the Fire Department. One of each type of candle proposed for use, with its noncombustible container shall be reviewed and tested in our office at 49 South Van Ness Avenue for approval prior to event. _____
- Bleachers require a permit from the Fire Department and shall comply with ICC 700, 2008 edition. There shall be no opening larger than 4 inches except at the corners of the stairs which are approved to have a 6-inch opening. _____
- All stairs or elevation changes in pathways that are greater than 4 inches shall have a handrail. _____
- All decorations, wood structures, and drapery in assembly spaces and tents, shall have a flame certificate. Applicant may also present the Fire Department with a flame certificate provided from a qualified contractor licensed by the California Office of the State Fire Marshal. _____
- All platforms above 30 inches shall have railing. Raised platforms below 30 inches will be evaluated by the Fire Department to determine railing requirements. _____
- Fire extinguishers shall be visible, accessible and above the ground for indoor and outdoor event spaces. A fire extinguisher shall be accessible within 75 feet (150 feet apart) of all locations in the Event space.

- All sterno locations shall have 2A10BC fire extinguisher with current California State Fire Marshal service tag. Sterno shall be positioned off the table in chafing dish cups or in hot boxes. Sterno in hot boxes shall be extinguished before hot boxes are moved. Sterno shall be recapped and placed in a metal container with lid when finished being used.

- Cassette feus are only to be used as described in their listing. Cassette feus are only to be used for warming food in small pans that do not cover the fuel can. Fuel cans used in the cassette feu must be the same brand as the cassette feu. _____

Indicate acknowledgement of street requirements

Please check and initial each item below to confirm acknowledgment.

- Events on the street must maintain a clear 14-foot fire lane. A clear 20-foot fire lane may be required in front of high-rise buildings or buildings that would require the use of an aerial ladder during an incident. _____
- Fire apparatus turn around points are required at dead end streets longer than 150 feet. _____
- Show height and location of elevated structures, banners, etc. that could hinder fire apparatus on the street or laddering of a building. At least 14 feet is the height clearance required for fire apparatus. _____
- Intersections shall be kept clear of obstructions (light towers, trash receptacles, stages, chairs, vehicles, etc.). _____
- Fire Hydrants shall be accessible from the street and kept clear 5 feet in all directions. _____

Indicate acknowledgement of cooking regulations

Please check and initial each item below to confirm acknowledgment.

- Cooking areas must be protected from the public with barricades.

- Cooking areas must be kept clear of fire escapes, sprinkler and standpipes inlets, and fire hydrants. _____
- Cooking areas shall be clear of the fire lane, intersections and located at least 20 feet from corners. _____
- Any cooking that produces grease laden vapor in small or large tents/canopies shall be under an approved hood and extinguishing system that has a current California State Fire Marshal service tag, or the cooking equipment shall be set up at least 5 feet (10 feet for deep fryers and BBQs) outside of tents/canopies. _____
- All cooking areas shall have at least one 2A10BC fire extinguisher with current California State Fire Marshal service tag. Cooking with deep fat fryers requires an additional Type K fire extinguisher with California State service tag. _____

Indicate acknowledgement of mechanical ride requirements

Please check the box and initial after each item below to confirm acknowledgment.

*If items do not apply to your event, please write **N/A** for non-applicable and initial after the item.*

- Rides shall have current inspection sticker from Cal OSHA. _____
- Rides shall be barricaded from the public. _____
- 2A10BC fire extinguisher with current California State Fire Marshal service tag shall be at the ride location. _____
- Rides that are set up on a surface with a building/open floor underneath requires an Engineering letter. (Example- Ferris wheel over a parking garage) _____
- A description of each type of ride shall be submitted showing size, distance to buildings, trees, structures, and powerlines. _____

Indicate acknowledgement of requirements for diagrams of tents/canopies

Please check and initial each item below to confirm acknowledgment.

- Shall provide furniture layout, structures, decorations, etc. _____
- Must state type of doors to be installed and direction of swing. _____
- Shall provide locations of emergency light inside and outside tent.

- Shall provide exit pathways, lighting, and emergency lighting from tent to public way. _____
- Shall provide example of illuminated exit sign and locations. _____
- Shall show location of no smoking sign. _____
- Shall provide square footage of tent/canopy with proposed occupant load.

- Shall show location of occupant load sign. _____
- Shall show location of 2A10BC fire extinguisher with current California State Fire Marshal service tags. Fire extinguishers shall be visible, accessible and off the ground. _____
- Stairs or elevation changes greater than 4" requires a handrail. _____
- All platforms above 30 inches shall have railing. Raised platforms below 30 inches will be evaluated by the Fire Inspector to determine if railing is required. _____
- Shall state activity taking place in tent. _____
- Shall show anchor points for tent/canopy, what the tent/canopy is anchored to and type of straps (2" width straps required). A pull test shall be performed for each type of stake and given to the Fire Department during inspection.

- Shall show propane heaters and tank locations. _____
- Shall show exits and exit widths. _____
- Acknowledge that doors must be easily visible and look different than the walls of the tent. _____
- Provide California State Fire Marshal Flame Certificates for tent, decorations, drapery, floor covering, etc. _____
- Some tents and/or tent platforms require a 3rd party inspection and Engineering report. Refer to SFFD AB 2.13 _____

Acknowledge Information required for Events in buildings

Please check the box and initial after each item below to confirm acknowledgment.

*If items do not apply to your event, please write **N/A** for non-applicable and initial after the item.*

- State if building has a sprinkler system that has been serviced within the last 5 years and is system is currently charged.

- Sprinkler heads shall not be obstructed by anything larger than 4 feet in any direction. _____
- Nothing shall be set up within 18 inches of the ceiling in a fully sprinklered building. _____
- Nothing shall be attached to the sprinkler pipe or system.

- For buildings that do not have a sprinkler system, nothing shall be positioned within 24 inches of the ceiling. _____
- State if building has a fire alarm system
 - Pull stations and strobes shall not be blocked. _____
 - Fire alarm shall be in normal mode with no troubles and serviced within the last 12 months. _____
- Chair layout on site diagram shall show number of chairs and width of rows. Groups of 200 or more chairs shall be bound in groups of 3. _____
- Provide floor plan showing furniture layout and exits. _____

Indicate acknowledgement of information required on Liability form

Please check and initial each item below to confirm acknowledgment.

- Name/Business must match Name/Business on insurance and permit application(s). _____
- The date of the insurance shall cover the event date(s). _____
- Insurance shall state as additional insured, "The City and County of San Francisco, all of its agents, officers and employees". _____
- The insurance shall have coverage for a minimum of 1 million dollars.

- Liability insurance form for ISCOTT events or events on Rec & Park property are not required to be submitted with SFFD paperwork. _____

Indicate acknowledgement of Inspections to be performed by SFFD or
Required Information to be Submitted to SFFD

*Please check the box and initial after each item below to confirm
acknowledgment.*

*If items do not apply to your event, please write **N/A** for non-applicable and initial
after the item.*

- When required, a 3rd party inspection and engineering report shall be provided to the Fire Department during the time of inspection and before Operational Permits are issued. _____
 - Report shall describe structure and that it has been inspected and appears to be installed to engineering specifications and is being used for its intended purpose. _____
 - Letter shall be on Business letter head, stamped with an engineering stamp with the Engineers signature written through the stamp.

- Music shut down and emergency announcements shall be demonstrated and witnessed by the Fire Department before the start of the event.

- Tent Inspections. _____
- Generator Inspections. _____
- All exit gates, exit signs and exit pathways in event space and to the public way. _____
- LPG (propane) storage area. _____
- Refueling area. _____
- Food vendors, food trucks and caterers. _____
- Test radio and cell phone communication. _____
- All stages and structure. _____
- Fire lanes and intersections. _____
- Fire extinguishers. _____
- Security in place. _____

Answer Yes or No to SFFD regulated activities and Add Comments if Needed

Activity	Yes/No	Comments
Fees will be paid when paperwork submitted		
Event is enclosed		
Event has enclosed spaces within the event		
Stages without canopies		
Stages with canopies		
Music shut down for events larger than 1000 people		
Provide Band schedule and location		
Provide Flow of Attendees During Performance Transitions		
Provide Directional Flow and Time of Attendees Entering Event		
Provide Directional Flow and Time of Attendees Exiting Event.		
Generators		
Food Vendors		
Food Trucks/food trailers		
Caterer		
Mechanical rides		
Propane for cooking		
Open Flame cooking		
Propane for mushroom heaters		
Propane for tent heaters		

Activity	Yes/No	Comments
Open flame for fire pits		
Liquid nitrogen for food preparation		
CO2 for beverage distribution		
Fire Dancers		
Pyrotechnics		
Golf carts on site		
Fueling station		
Candles		
Temporary structures		
Provide square footage of event space and justify proposed occupant loads		
Tents		
Canopies		
Structures attached to a building (requires Building Permit)		
Using building		
Vehicles in assembly space		
Fire Alarm serviced within 12 months and in normal mode		
Sprinkler system with 5-year certification and system charged with water		
Fire extinguishers inside and outside event space		
Occupant load monitored		
Crowd Control		
Cannabis Garden		

Activity	Yes/No	Comments
Beer Garden		
Street Fair		
Private event		
Will an Assistant Fire Marshal be hired for event		
Will a SFFD Battalion Chief be hired for event		
Has a Medical Plan been submitted to the City		
Has SFFD Homeland Security been in involved		
Pre-inspection of event		
Post meeting with SFFD to review event		

Mark the below paperwork that will be submitted to SFFD

Document	<u>Yes/No</u>
Supplemental Application	
Permit Application(s)	
Vendor acknowledgement form(s)	
Sponsor acknowledgement form(s)	
Certificate of Liability (Not needed for ISCOTT and events on Rec & Park property)	
3 rd party Engineers Report	
Drawings of Exit signs	
Written Emergency Announcement	
Written Emergency plan	
Security Plan	
WDO forms to hire Fire Department Staff	
Production Schedule	
Site Plan	
Tent Plans	
Exit plan	

Please note that every Event is unique, and it is not possible to include every regulated activity or requirement in this guide.

X

**SFFD Approved
 Event Plan Reviewer**

Date _____

X

Applicant

Date _____

