

# FIRE CODE - SPECIAL EVENT PERMIT

## APPLICATION and SAFETY PROVISIONS INFORMATION

**APPLICATION INFORMATION:**

The permit application process begins when an application is submitted to the Fire & Emergency Services Dept., or when applying for a Cultural Event Permit or an Encroachment Permit through the Permit and Resource Management Department (PRMD). The acceptance of the *application* shall in no way be construed as final approval. Permit applications must be received no later than thirty (30) days prior to the actual date of event. Submit the completed application to the Sonoma County Fire and Emergency Services Department, Fire Prevention Division. A representative will contact the applicant upon receipt of the application and thereafter will serve as the primary point of contact for permit processing. An inspection of the venue is required before and/or during the event and a final approval will be issued at the time of the final inspection.

**Site Plan / Route Map.**

To ensure appropriate review for each event, it is required to submit a site plan and/or route map with the application. This is applicable for moving routes and fixed venues. The site plan shall be submitted in a clear and legible manner and on a standard 8 1/2" x 11" or 8 1/2" x 14" format; larger maps or blueprints may be necessary. If the scope of work proposed for the event includes portable structures, prefabricated structures or site built structures (bleachers, elevated platforms, temporary pedestrian bridges, tents / membrane or similar structures), PRMD may require the issuance of a Building Permit.

**Event Description.**

Please provide a detailed narrative and/or timeline of the event, include a description of such activities within the event (use of pyrotechnics, inflatables, vehicles, rides, etc.) and other pertinent information.

**PUBLIC SAFETY PLAN:**

If the Fire Code Official determines that an indoor or outdoor event has an adverse impact on public safety (diminished access to buildings, structures, fire hydrants and fire apparatus access roads) or public safety services, the Fire Code Official shall have the authority to order the development of, or prescribe a plan for the provisions of an approved level of public safety. The public safety plan shall address such items as emergency vehicle ingress and egress; fire protection; emergency medical services; public assembly areas; directing of attendees and vehicles (including the parking of vehicles); vendor and food concession distribution; the need for law enforcement, and fire and emergency medical services personnel for such event. **(CFC Sec. 403).**

**Fire Watch Personnel.**

One or more Fire Watch personnel shall be provided at every event at the rate of at least one for each event, and at least one per each 1,000 participants or spectators, to remain on duty during the times such places are open to the public, or when such activity is being conducted. Fire Watch personnel shall have access to an emergency services (911) alert system; fire extinguishers and firefighting equipment as necessary; keep diligent watch for fires, obstructions to means of egress and other hazards during the event when accessible to the public or such activity is being conducted, take prompt measures for remediation of hazards, extinguishment of all fires, and assist in the evacuation of the public from the structures (if needed). **(CFC Sec. 403).**

**Standby Personnel.**

One or more trained crowd managers or other qualified persons, at a ratio of one crowd manager/supervisor for every 250 occupants shall be provided during the event when such places are open to the public, or activity is being conducted. **(CFC Sec 2404).**

**Security.**

The law enforcement agency having jurisdiction has final authority to determine the event security requirements. Contact the local law enforcement agency for security requirements. If the appropriate numbers of licensed private security guards is not provided, or prove inadequate, the Sonoma County Fire Marshal maintains the right to shut down any or all components of the event and/or to request additional security services that will be billed directly to the Host Organization. **(CFC Sec. 403).**

**Medical.**

The Coastal Valley Emergency Medical Services Agency (EMS) - Sonoma County Office, has final authority to determine the event medical services requirements. Contact the Sonoma County Emergency Medical Services at (707) 565-6501 for EMS requirements. If appropriate medical services are not provided, or prove inadequate, the Sonoma County Fire Marshal maintains the right to shut down any or all components of the event and/or to request additional medical services that will be billed directly to the Host Organization. **(CFC Sec. 403).**

**Parking and Traffic.**

As an event organizer, there should be a parking and traffic plan suitable for the environment in which the event will take place. Remember that parking, traffic congestion and environmental pollutants are all factors of concern at all events. The plan should include access and/or accessible parking (handicapped); the use of carpools, parking shuttles, public transportation and alternate modes of nonpolluting transportation whenever possible. The parking and traffic plan should also be included in the Site Plan/Route Map.

### PUBLIC SAFETY PLAN REQUIREMENTS MATRIX

Event Type	Crowd Size (Anticipated)	CPR & 911 Access	1 <sup>st</sup> Aid Station w/EMT	1 <sup>st</sup> Aid Station w/Paramedic	1 <sup>st</sup> Aid Station w/Physician	ALS / BLS Ambulance	Mobile Teams	Fire Crew
Concert/Music Festival and similar events	<2,500	R	R	S				
	2500 -15,500	R		R		BLS	S	R
	15,500 -50,000	R		R	S	ALS m	R	R m
	> 50,000				R	ALS m	R	R m
Athletic/sporting Event and similar events	<2,500	R	R	S				
	2500 -15,500	R		R	S	ALS	R	R
	15,500 -50,000	R			R	ALS m	R	R m
	> 50,000				R	ALS m	R	R m
Parade, Street fair, Bicycle ride, and Similar Outside Venues	<2,500	R	S				S	S
	2500 -15,500	R	R	S		BLS	R	R
	15,500 -50,000	R		R	S	ALS m	R	R m
	> 50,000				R	ALS m	R	R m
Conference, Trade Show, Convention and similar	<2,500	R	S					
	2500 -15,500	R	R	S		BLS	S	R
	15,500 -50,000	R		R	S	ALS m	R	R m
	> 50,000	R			R	ALS m	R	R m

ALS = Advanced Life Support \* BLS = Basic Life Support \* R = REQUIRED \* S = SUGGESTED \* m = Multiple units may be required