SITE MAP CHECKLIST

City of SACRAMENTO
Convention & Cultural Services

To support a safe and well-coordinated event, applicants must submit a to-scale site map showing the overall event layout. A detailed and accurate map enables the Event Review Board to evaluate logistics, emergency access, traffic flow, and overall event safety. Use this checklist to ensure your site map includes all required elements.

- [ ] **Legend**- Explains symbols and colors on the site map.
- [ ] **Surrounding Street Names**- For events with street closures.
- [ ] **Fire Lane(s)**- A 20' wide unobstructed path allowing emergency vehicles to access an event area.
- [ ] **Fire Department Connections**- Mark the location(s) of all hydrants and Fire Department Connections. 3' foot clearance is required around each.
- [ ] **Fencing**- Clearly mark the fence line and include dimensions. This includes beer/wine gardens inside of an event footprint.
- [ ] **Exits**- For fenced-in events, mark the exits. Exits shall be no less than 48" wide. Three exits shall be provided when the attendance is 1,000 - 3,000. Four exits shall be provided when the attendance exceeds 3,000.
- [ ] **Occupancy Load**- Required for fenced-in events. This also applies to beer gardens, petting zoos, etc.
- [ ] **Tents/Canopies**- Indicate dimensions. Must be placed at least 20' from any structure and 30' away from vehicles. 10x10 canopy groups of 7 shall be separated by no less than 12', or a Tent Permit Application from the Fire Department is required.
- [ ] **Medical Station/Tent**- Placed away from sources of amplified sound.
- [ ] **Amplified Sound**- Mark the source(s) and indicate the direction the equipment is facing.
- [ ] **Equipment-** Tables, chairs, decorations, signage, etc. Rows of chairs set theater style cannot exceed 15 seats per row and must have 18" of clearance between rows.
- [ ] **Stages**- Include dimensions.
- [ ] **Bounce Houses/Inflatables**
- [ ] **Carnival Rides**
- [ ] **Food Vendors**- Distinguish food booths from food trucks. Booths must have 20′ clearance on two sides and be at least 10′ from carnival rides. Spark- or grease-producing cooking must be at least 10′ from structures. Number each booth with the corresponding FV identification number in your Sacramento County Health Department TFF Organizer Packet.
- [ ] **Alcohol Service Locations** - Number each location with the corresponding FV identification number in your Sacramento County Health Department TFF Organizer Packet
- [ ] **Wastewater Disposal Site** - Sac County Health Department requires Temporary Food Facilities to mark the location of the wastewater disposal site.
- [ ] **Non-Food Vendors**
- [ ] **Generators**- Located away from public access and at least 20' from tents, canopies, bounce houses, or inflatables.
- [ ] **Propane Tanks**- Located away from public access.
- [ ] **Waste Receptables/Dumpsters**- Required as part of a Waste Management Plan. Garbage, recycling and organics containers must all be co-located.
- [ ] **Portable Toilets** - The City recommends one portable toilet per 250 attendees, including one ADA-accessible unit per location. The Sac County Health Department requires one toilet within 200 feet for every 15 food facility employees.