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## **SACRAMENTO FIRE DEPARTMENT OUTDOOR FESTIVAL and SPECIAL EVENT GUIDEBOOK**

The purpose of this guidebook is to establish the responsibilities for the event promoters, sponsors, vendors and the Sacramento Fire Department. This guidebook will also provide information regarding the fire and life safety regulations that will be enforced.

The Sacramento Fire Department views these events as a team effort. The more awareness each member of the team has of the role and responsibilities of the group, the better the team will function. With willingness and effort on the part of all the team members, a safe and enjoyable event is more likely to occur.

### **Event Sponsor:**

The Event Sponsor assumes overall responsibility for the set-up and running of the event and ensures compliance with Fire and Life Safety guidelines.

The Event Sponsor shall:

- Secure the proper permits from the Sacramento City Department of Parks and Recreation
- Secure any additional permits from the Fire Department Prevention Division. These may include Pyro, Open Flame and Tents
- Provide a site plan to the Fire Department showing:
  - The name of all streets and areas that is included in the event
  - The location(s) of Fire Department Access Lanes (20 ft. minimum width)
  - The location of stages, non- food booth vendors, food vendors and display areas
  - Location of Emergency Exits
  - A list of food vendors with the type of food and cooking method
- The Event sponsor shall distribute to each Hot Food Vendor a copy of the requirements for Hot Food Vendors
- Provide event radios (if used) with a list of assigned channels

### **Event Vendors:**

Event Vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the Event Sponsor to ensure compliance with Fire and Life Safety regulations.

- Shall keep Fire Lanes, Fire Department Connections and building access clear and unobstructed
- Read, sign and post the Hot Food Vendor requirements in the booth
- Be prepared, at any time, for a Fire Inspection
- Correct any violations prior to opening for business
- Maintain all Fire and Life Safety requirements for the duration of the event

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**Fire Department Special Event Staff:**

Fire Department Staff are responsible for inspecting the event prior to opening. They shall inspect all related aspects of the event. The event inspectors shall issue correction notices if required and re-inspect to ensure compliance.

The Fire Department Inspections shall include, but not be limited to the following:

- Hot Food Vendors
- Fire Department access
- Access to hydrants, Fire Department Connections, and Fire Control Rooms
- Event egress
- Rides and displays
- Generators and propane tanks
- Stages
- Non-food vendors
- Beer and wine gardens
- Pyrotechnics and open flame effects

**Fire Department Standby and Fees:**

There shall be a charge of \$245. per hour with a 3-hour minimum for each Fire Department Event Staff assigned to the event. Fire Department staffing shall be determined by the Special Event Coordinator.

Staffing levels will be determined by:

- Duration of the event
- Nature of the event
- Size of the event

**First Aid:**

While not required, it is highly recommended that large events provide some form of First Aid coverage. A large event is considered to have a daily attendance more than 5,000 people.

Coverage can be provided by either a private entity, the Fire Department, or qualified individuals from the event staff.

**Crowd Managers:**

Where facilities or events involve a gathering of more than 500 people, crowd managers shall be provided. Not fewer than two trained crowd managers, and not fewer than one trained crowd manager for each 250 persons or portion thereof, shall be provided for the gathering.

## **Pyrotechnics and Open Flame Effects:**

**Pyrotechnics:** All Pyrotechnic displays are required to be permitted by the Sacramento Fire Department. A licensed pyrotechnic operator is required for all displays.

The following information is required for a Pyrotechnic Permit:

- A copy of the Operators and crew Licenses
- Site plan of shooting area, including fallout zones
- Show script with a list of products to be used
- Method of transport and storage plan
- Hold harmless or co-insured insurance for the city of Sacramento

Some effects may require a demonstration at the request of the Fire Department. Permit fees for Pyrotechnic Events are \$291, and Fire Department standby is required for a 3 -hour minimum at \$245 per hour.

**Open Flame Effects:** All Open Flame and theatrical flame effects shall be reviewed by the Fire Department. Open Flame effects shall include, but not be limited to the following:

- Fire dancing
- Stage props and effects
- Fire eating
- Magic acts
- Bon fires

## **Movie Productions:**

All movies or films produced with in the City of Sacramento require permits. These permits are available from the Sacramento Film Commission. They are located at 915 I St 3<sup>rd</sup> St. Sac, Ca 95814, in the office of the Sacramento Convention and Visitors Bureau. They can be reached at (916) 808-2676.

Sacramento City Code requires that all filming permits be reviewed and approved by the Fire and Police Departments.

In some instances, Fire Department stand-by may be required. To expedite the process please provide the following:

- A current copy of the shooting schedule
- A list and description of any open flame or pyrotechnic effects to be used
- A description of any stunts
- A site plan, showing basic locations of equipment

This information may be emailed to: [codeenforcement@sfd.cityofsacramento.org](mailto:codeenforcement@sfd.cityofsacramento.org)

## **Carnivals:**

Carnivals and Circus' require an inspection and a permit. The current permit fee for these events is \$373. To keep the costs at a minimum please request the inspection during normal business hours. The following information shall be submitted:

- Certificate of Liability Insurance
- Site plan
- Date and time of set-up
- Days and time of the event

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## **ACCESS FOR FIRE APPARATUS**

During large events it is especially important to maintain access for Fire apparatus. This not only includes Suppression (engines and trucks) vehicles, but Medical Units as well. To ensure a safe event, all fire access code shall be enforced.

### **Access thru the event:**

- A Fire Lane of not less than 20 feet in width and no lower than 13.5 feet shall be maintained as designated by the Fire Department.
- Fire Lanes more than 150 feet, with no exit, shall have provisions for turning the apparatus. The radius for the turns shall be approved by the Fire Department.
- As required by the Fire Department, signs shall be provided designating Fire Access /No Parking
- All existing Fire Lanes shall be enforced

### **Access to Buildings:**

As required by the Fire Department, access to building openings and walkways shall be provided. The width of the access and walkways shall also be determined by the Fire Department.

Please note: The access to buildings may vary depending on the building and the venue. Access to the following shall not be obstructed:

- All exterior doors and openings
- FireControl Rooms
- Fire PumpRooms
- Parking structures
- Exterior SMUD vaults

### **Access to Water Supplies:**

All existing requirements for access to Fire Hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles. [15 feet per side] Any vendors blocking access to water supplies shall be relocated immediately.

The access to the following shall not be obstructed:

- FireHydrants
- Fire Department Connections (see illustration at end of section)
- Post Indicator Valves (see illustration at end of section)
- OS&YValves (see illustration)
- All Fire Code sections pertaining to blocking of hydrants and connections shall be enforced

**Event Egress:**

This section will address two types of events:

- First: Fenced off events located in Parks or other open areas
- Second: Events that block street access

**Fenced Events:**

This type of event typically takes place in a park or other large open area. The designated area for the event is closed off by temporary fencing.

**Number of Exits:**

The number of exits shall be in addition to the main entrance. Three Exits shall be provided when the site accommodates from 1,000 to 3,000 persons. Four Exits shall be provided when the site accommodates more than 3,000 persons.

**Exit Spacing:**

Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than 400 ft. of travel. Additional exits shall be added if needed.

**Exit Width:**

Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.

**Exit Staffing:**

Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.

**Exit Sign / Marking:**

Each emergency exit shall be designated as follows:  
Exit signs shall have a white background with contrasting red letters;  
Exit signs shall measure 18 x 24 inches;  
Sign lettering shall measure 12 inches in height;  
Signs shall be placed at the top center of the exit panel

**Blocked Streets:**

This type of event blocks off a main street and may block cross streets. In addition to providing access for fire apparatus, public egress shall also be accounted for.

**Exit Placement:**

Exits shall be placed at both ends of the street closure. Cross streets shall also have Emergency Exit access.

## **Sacramento Fire Department**

### **Hot Food Vendor Requirements**

The use of food booths is regulated by the Fire Department and the Sacramento County Health Department. These requirements apply to single vendor, freestanding booths, and mobile food trucks. Cooking within tents containing seating is subject to additional requirements. All food vendors are subject to inspection prior to an event. **Failure to comply with the following regulations may result in the closure of the location or vendor not being allowed to cook or be a part of the event.**

#### **Flame Retardant Requirements**

The sidewalls drop, and tops of tents and canopies shall be of flame-resistant material or treated with a flame retardant in an approved manner. A California State Fire Marshal tag shall be permanently fixed to the structure.

#### **Portable Fire Extinguishers**

A portable fire extinguisher shall be provided for each food booth. The minimum size for the extinguisher is 2A 10B: C (5 lbs.). If a Deep Fat Fryer or cooking that creates grease laden vapors is being used, a K TYPE extinguisher shall also be provided. Extinguishers shall have a current California State Fire Marshals tag. The extinguishers shall be attached in an accessible and visible location, between 3 and 5 feet above the ground.

#### **Location**

Food booths shall have a clearance of at least 20 feet on two sides. The booth shall not be located within 10 feet of any rides or devices. Cooking that produces sparks or grease-laden vapors shall not be conducted within 10 feet of a structure.

## **Gas Stoves**

All gas stoves, BBQ's and burners shall be listed by either Underwriters Laboratories (UL) or the American Gas Association (AGA).

## **Deep Fat Fryers**

Deep Fat Fryers shall not be used in food vendor tents. If a Deep Fat Fryer is to be used it shall be outside the tent and at least 18 inches from the outside wall of the tent. If a Fryer is used in conjunction with a BBQ, it shall be at least 3 feet away from the BBQ. Deep Fat Fryers also require the addition of a K TYPE fire extinguisher.

## **Bar -B -Ques**

BBQ's are not permitted within the food booth. Fuel for the BBQ shall be kept at least 10 feet away from the BBQ. BBQ's shall be located at least 10 feet from a structure or combustible materials. BBQ's and other open flame devices located outside of structures shall be secured from falling and contact by the public.

## **Fuel**

Fuel tanks (LPG) shall be stored outside of the structure. The tanks shall also be located away from public access. Fuel tanks shall be secured from falling. LP-gas containers and tanks shall be located outside; pressure relief devices shall be pointed away from tent or membrane structure. Refueling shall be performed in an approved location not less than 20 feet from tents or membrane structures.

## **Smoking**

Smoking is not allowed at any time within the food booth, or within 25 feet of any fuel source.

## **Generators**

Generators shall be located a minimum of 20 feet from tents or canopies. They shall also be isolated from contact with the public by fencing, enclosed or other approved means. The refueling of hot generators is not allowed.

A copy of these regulations shall be posted in the structure and signed by the vendor. By signing this form, the vendor agrees to comply with these regulations. The signed copy will be available on request for review by the Fire Department.

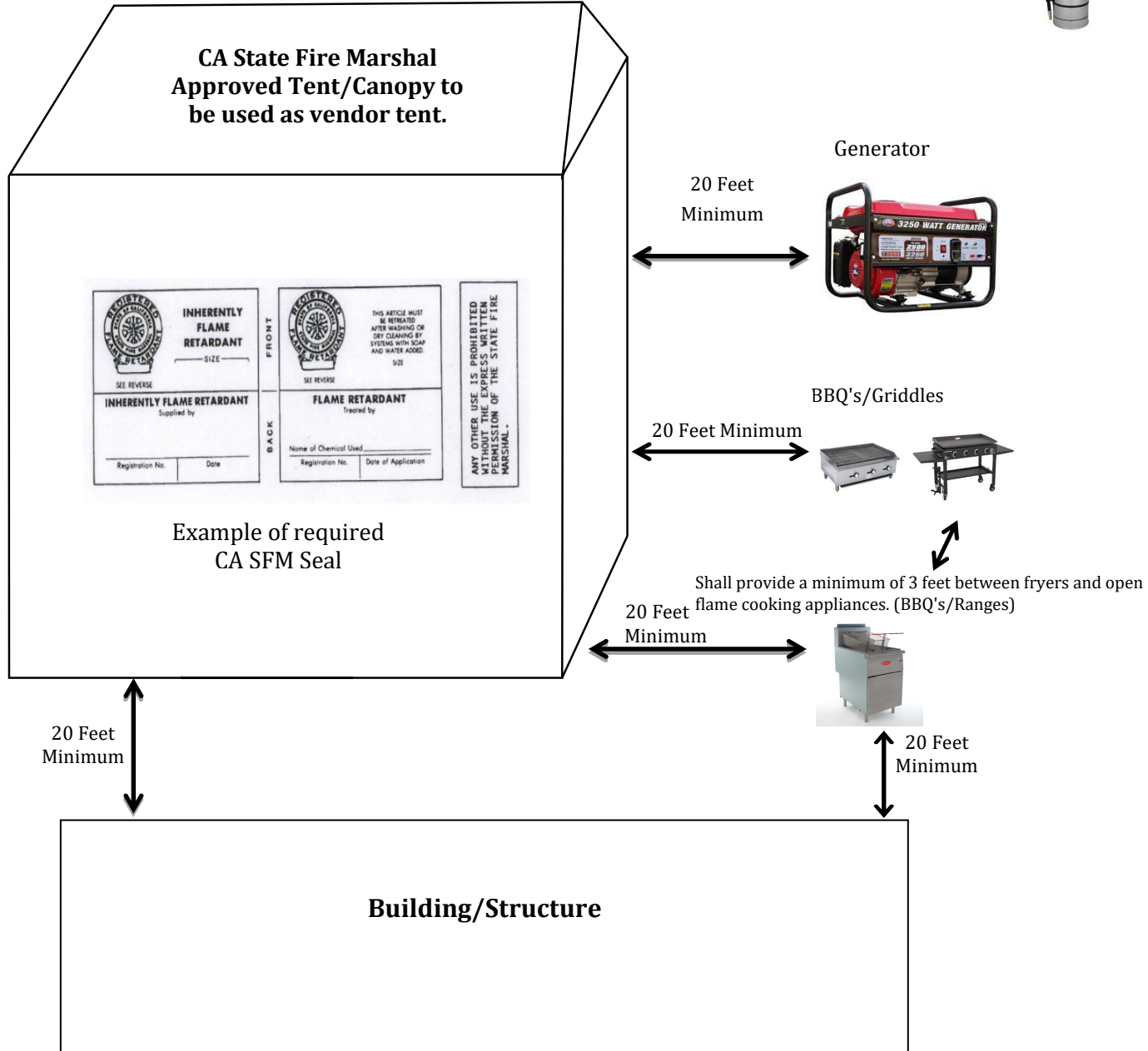
Should you have any questions, contact: [codeenforcement@sfd.cityofsacramento.org](mailto:codeenforcement@sfd.cityofsacramento.org)

# Special Event Food Vendor Setup

Shall provide a 2-A:10-B:C Fire Extinguisher for each food booth and generator.



Shall provide a K-type extinguisher for all cooking that involves solid fuels or frying. (California Fire Code 906.4)





# **Sacramento Fire Department**

## **Guidelines for Tents, Canopies and Temporary Membrane Structures**

### **Do tents need permits?**

The following tents and canopies are subject to permits: Tents that are larger than 400 square feet and canopies larger than 700 square feet.

### **What qualifies as a tent?**

For the purposes of this information, a tent shall be defined using the 2019 California Fire Code, section 202. Tent - A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects. All tents shall have a minimum CPAI-84 fire resistance rating. Food vendor tents shall have bear the CA State Fire Marshal seal.

### **Who needs to apply for a permit?**

Any group that uses a tent for any reason.

### **How do I apply for a tent permit?**

Fill the Tent Permit Application form out completely and submit electronically to [codeenforcement@sfd.cityofsacramento.org](mailto:codeenforcement@sfd.cityofsacramento.org).

### **The following items shall be submitted along with the application:**

- A site plan for the location of the tent, with measurements showing distances to buildings and property lines. A minimum 20-foot separation and fire access is required.
- A floor plan of the tent, showing the location and number of exits, fire extinguishers, stages, seating arrangements, tables and other objects.
- Certificates showing the tent to be flame retardant and the CA State Fire Marshal seal.
- A copy of your insurance liability for this event. The City of Sacramento shall be listed as a co-insured or hold harmless
- Any cooking or open flames.
- Heaters and ventilation
- Any other information that may be required specific to your event.

### **What fees can I expect?**

The following fees may apply to your tent permit:

\$209 – for the permit

\$633– for an assembly permit (if applicable)

\$245 per hour (minimum 3 hours) – for an overtime inspection (if applicable)

### **Please note that not all fees may apply to your specific event.**

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## **Who is responsible for the fees and permit?**

That is something you must cover with the rental company. Some companies will do this for you. Remember, the renter is ultimately responsible for the permit. An invoice for the tent permit and inspection fees, if required will be issued upon completion of the inspection and issuance of the permit.

## **What happens if I don't get a permit for my tent?**

There is a broad range of options. They may range from modification of the tent to meet the code to closure and citation. Please note that a permit shall be required for the continued use of the tent.

## **Where do I apply for a tent permit?**

Applications for tent permits shall be submitted electronically via email at [codeenforcement@sfd.cityofsacramento.org](mailto:codeenforcement@sfd.cityofsacramento.org). **Please have permit applications in a minimum of fifteen(14) days prior to the event.**

## **How long is the permit good for?**

Tents, canopies, and temporary membrane structures cannot be used more than 180 days in a 12-month period. The permits are for the specific event they are issued for, and the period of use will be specified on the permit.

## **When will I receive my permit?**

A representative from the Fire Prevention division will set a time for an inspection. The inspection will only occur after the application has been approved and the fees paid. You will be issued your permit upon the successful completion of the field inspection. The permit shall be posted in the tent for the duration of the event.

## **Generators**

Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing enclosure or other approved methods. The refueling of hot generators or other equipment is not permitted. Electrical cords and connections shall be protected.

## **Flammable and Combustible Liquids**

- Flammable liquid filled equipment shall not be used in temporary membrane structures, tents, or canopies.
- Flammable and combustible liquids shall be stored outside and in an approved manner no less than 50 feet from temporary membrane structures, tents, or canopies.
- Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents, or canopies.

## **Sources of Ignition**

Smoking is prohibited in tents, canopies, and temporary membrane structures and in adjacent areas where combustible materials are stored or used. "No Smoking" signs shall be conspicuously posted. Fireworks, open flames and devices capable of igniting combustible material shall not be used adjacent to temporary membrane structures, tents or canopies unless otherwise approved. (Propane powered heaters are not permitted inside)



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## TENT PERMIT APPLICATION

### EVENT INFORMATION

Event Name: \_\_\_\_\_ Event Contact: \_\_\_\_\_  
Event Location: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ Zip: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_ Total # of people: \_\_\_\_\_  
Event Billing Address: \_\_\_\_\_  
Event Date/time of set-up: \_\_\_\_\_ Event Date/time of take-down: \_\_\_\_\_

### DESCRIPTION OF EVENT

Please submit with this application a copy of the event packet and/or a written statement describing the event. **Please check-mark** the items below confirming the associated information was provided.

Please include a **Tent Floor and Site Plan** illustrating the set-up area with the following information:

- The location and number of tents (advise if the tents will be used for food, merchandise, storage, etc)
- The square footage and occupancy capacity of each tent (50 or more shall have occupancy signs)
- The location of fire extinguishers, propane tanks, generators, heaters, exits, seatings, tables, etc.
- The location of fire department access (20ft minimum), emergency exits (egress and ingress)
- The location and number of stages, beer/wine gardens, rides, displays, and pyrotechnics/open flames
- The location and number of Hot Food Vendors and food trucks (if present). Provide a list of all the food vendors with their contact information.

### SPONSOR/TENT COMPANY INFORMATION

Event Sponsor Name: \_\_\_\_\_ Event Sponsor Phone: \_\_\_\_\_  
Sponsor Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Tent Rental Company: \_\_\_\_\_ Rental Company Contact: \_\_\_\_\_  
Rental Company Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Rental Company Phone: \_\_\_\_\_  
Proposed Fire Department inspection date and time: \_\_\_\_\_

**Note\*:** Normal inspection hours are Monday-Friday 7:00am-2:00pm. After hour inspections are available, however will be at an overtime rate.

## COMPENSATION INSURANCE INFORMATION

Verification of a hold harmless or co-insured insurance for the city of Sacramento must be submitted at least 14 days prior to your event. Provide a copy of the original Certificate of Insurance, to be included with this application, which complies with the following requirements (refer to Section 993, Title 19 and 12611, California Health and Safety Code)

- The standard proof of insurance is the ACORD certificate form
- The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance
- Certificate holder must be listed on the certificate as City of Sacramento, 915 I Street, Sacramento Fire Department, 5770 Freeport Blvd, Suite 200, Sacramento, CA 95822.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable

A photocopy of a hold-insurance or co-insured insurance for the city of sacramento has been included with this application:

Yes No

## ADDITIONAL REQUIREMENTS

- **Certificate of flame resistance Shall** be provided for all the tents and include the CA State Fire Marshal Seal and Certification.
- **All small tents (10x10) shall have a permanently affixed of CPAI-84 fire resistance rating.**
- **Decorative materials:** drapes, hangings, curtains, drops, and all other decorative material, that would tend to increase the fire and panic hazard shall be made from a non-flammable material, or shall be made from a non-flammable material, or shall be treated and maintained in a flame-retardant condition approved by the California State

## Permit Fee Information

Permit Fees and Inspection Rates are posted on the City of Sacramento Website under Fees and Charges.

Fee and Charges Web-Link:

[https://www.cityofsacramento.org/Online-Services/FeeChargeSearch.aspx?cu\\_fee\\_id=3123](https://www.cityofsacramento.org/Online-Services/FeeChargeSearch.aspx?cu_fee_id=3123)

## TENT GUIDELINES

- **What qualifies as a tent?**
  - A structure, enclosure or shelter, with or without side-walls or drops, constructed of fabric or pliable material supported by any manner.
- **Do all tents need permits?**
  - If you have any tents larger than 400 square feet/ or canopies larger than 700 square feet.
  - If you have a cluster of more than 7 tents (10x10) without a 12 feet space.
- **Who is responsible for the fees and permit?**
  - This is an understanding that is established between the event coordinators and the tent rental company. The renter is ultimately responsible for the permit.
- **What happens if I do not get a permit for the tents at my festival?**
  - There is a broad range of options. They may range from modification of the tent to meet the code to closure and administrative citation(s). Please note that a permit shall be required for the continued use of the tent.
- **When will I receive my permit?**
  - A representative from the Fire Prevention Division will set a time for an inspection. **The inspection will only occur after the application has been approved.** You will be issued your permit upon successful completion of the field inspection.

## TENT GUIDELINES

- **Generators:**

- Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents, and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing enclosure or other approved methods. **The refueling of hot generators or other equipment is not permitted.** Electrical codes and connections shall be protected. Per the California Fire Code Section 1204.10, A listed portable fire extinguisher complying with Section 906 with a minimum rating of **2-A:20-B:C** shall be provided not more than 50 ft from the portable generator.

- **Flammable and Combustible Liquids**

- Flammable liquid filled equipment shall not be used in temporary membrane structures, tents, or canopies.
- Flammable and combustible liquids shall be stored outside and in an approved manner no less than 50 feet from temporary membrane structures, tents, or canopies.
- Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents, or canopies.

- **Sources of Ignition**

- Smoking is prohibited in tents, canopies, and temporary membranes structures and in adjacent areas where combustible materials are stored or used. "No Smoking" signs shall be conspicuously posted. Fireworks, open flames, and devices capable of igniting combustible material shall not be used adjacent to temporary membrane structures tents, or canopies unless other approved. (Propane powered heaters are not permitted inside)

- **Open Flames**

- Open flames, candles, or any other device that emits a flame shall not be used in, or immediately adjacent to, any tent.

\*\*\* Expedited review is available upon request. Please note there is an hourly charge in addition to the permit for this option. Each request is subject to approval of event review staff and must be made at the time of initial submittal.

**Tent applications are to be submitted 14 business days prior to the event.**

**No changes will be allowed to the tent permit application within 48 hours of the event.**