

# Fire Prevention and Community Risk Reduction Division

## Operational Permit Guidebook Carnivals & Fairs, Outdoor Assembly Events, and similar Special Events

A Guidebook for  
Event Promoters, Sponsors & Vendors for  
Permitting, Inspections, Requirements & Responsibilities

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The requirements of this Guidebook shall be effective October, 2023,  
as per the adopted and locally ammended International Fire Code (IFC)  
applicable within the Poudre Fire Authority (PFA)



POUDRE FIRE AUTHORITY  
102 Remington St. Fort Collins, CO 80524 970.416.2891 [www.poudre-fire.org](http://www.poudre-fire.org)

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## POUDRE FIRE AUTHORITY

### Fire Prevention and Community Risk Reduction (FPCRR) Division

#### POUDRE FIRE AUTHORITY CONTACTS

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#### ABBREVIATIONS

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<b>PFA</b>	Poudre Fire Authority
<b>DFPC</b>	Colorado State Division of Fire Prevention and Control
<b>AHJ</b>	Authority Having Jurisdiction
<b>IFC</b>	Adopted <i>International Fire Code</i>
<b>NFPA</b>	National Fire Protection Association
<b>ICC</b>	International Code Council
<b>FM</b>	Fire Marshal, or the Fire Code Official
<b>DFM</b>	Deputy Fire Marshal, or the Fire Code Official
<b>AFM</b>	Assistant Fire Marshal, or the Fire Code Official
<b>FDC</b>	Fire Department Connection(s)
<b>AMD&amp;M</b>	Alternative Materials, Design and/or Methods

## PURPOSE

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This guidebook has been developed in an effort to provide the highest level of service to the customers of the Poudre Fire Authority (PFA), and to align with the adopted Fire Code (IFC), local amendments, and applicable reference standards. More specifically, that carnivals and fairs, outdoor assembly events within facilities, and all similar special events, uphold **IFC Section 101.3, Purpose:**

*“The purpose of this code is to establish the minimum requirements consistent with nationally recognized good practice for providing a reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous conditions in new and existing buildings, structures, premises, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.”*

## PFA’S PRINCIPLES, MISSION & VISION

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### PRINCIPLES

#### ***Service Above Self***

- *Demonstrate exemplary character*
- *Act courageously with empathy, accountability, and respect*
- *Do what is right*

### MISSION

*To serve our community by saving lives and protecting property through collaboration, innovation, and commitment to excellence.*

### VISION

*To be a trusted, respected, and principle-driven leader in the community and in the fire service.*

### GUIDELINES FOR EXCEPTIONAL CUSTOMER SERVICE

PFA provides exceptional customer service, both internally and externally. This is the result of a philosophy wherein we are empowered to make decisions. We ask:

- *Is it right for the customer? Is it safe, legal, and ethical?*
- *Is it consistent with the PFA Mission, Vision Principles, and policies?*
- *Is it at the employee’s organizational level?*
- *Is it the right thing for PFA?*

If the answer is “yes” to these questions, we do not need to ask permission; we are empowered by the organization to provide customer service.

## SCOPE- WHAT THE FIRE CODE REQUIRES

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This guidebook outlines the minimum requirements set-forth in the adopted *International Fire Code* (IFC), local amendments, referenced standards, departmental policies, and technical interpretations as they relate to the operations conducted at events and as outlined:

- **Roles & Responsibilities of the Permit Applicant(s), Vendor(s), and Associated Parties**
- **Public Safety Planning for Complex Events**
- **Emergency Response Access**
- **Means of Egress (Safe Exiting) & Occupant Loads**
- **Crowd Management**
- **Cooking Operations**
- **LP-gas and other Fuels**
- **Tents, Canopies, and Membrane Structures**
- **Ignition Hazards**
- **Mobile Food Preparation Vehicles (Food Trucks & Trailers)**
- **Displays and Performances Involving Live Fire, Open Flames, or Pyrotechnics**
- **Other Hazards Requiring an Operational Permit Not Indicated Above**

*\*Please see Page 19 for Operational Permits*

**The adopted International Fire Code (IFC)**- Applies within all portions of the Poudre Fire Authority, including the City of Fort Collins, the Town of Timnath, and portions of Larimer and Weld Counties. Several locally adopted amendments apply, and can be found on our website here: [www.poudre-fire.org/programs-services/community-safety-services-fire-prevention/fire-code-adoption](http://www.poudre-fire.org/programs-services/community-safety-services-fire-prevention/fire-code-adoption). You are strongly encouraged to verify which code(s) are pertinent to your event.

## ROLES & RESPONSIBILITIES

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**PROPERTY OWNER(S) / AUTHORIZED AGENT(S) SUCH AS EVENT SPONSORS**- The property owner(s) or their authorized agent(s), such as a the Event Sponsor, Coordinator, or otherwise, shall be referred to as the “Applicant” herein. The Applicant(s) shall assume all responsibilities for meeting the requirements as outlined. This includes installations, set-up, operations, and any applicable fire and life-safety requirements for the duration of the event.

### General Overview of Applicant Responsibilities:

*\*See Page 20 for an Event Submittal Checklist*

- **Permits-** Securing the proper permits from the City of Fort Collins, Larimer or Weld Counties, the State of Colorado, or other regulatory entities.
- **Poudre Fire Authority Approval-** Obtaining formal approval through the City of Fort Collins, or the Larimer or Weld County’s permit process from the Poudre Fire Authority.

**Additional requirements may apply**, such as obtaining additional Operational Permits directly from the Poudre Fire Authority. *\*See Page 19 for a list of Operational Permits*

- **Submittals-** Adequate information shall be submitted which demonstrates how the requirements outlined in this guidebook will be met. It shall be the responsibility of the Applicant to furnish this information in the proper format. This may include graphic site plans, written narratives, or other information. Submittals which do not clearly indicate the required information may be rejected. Any delays related to the submittal of insufficient information shall be the responsibility of the Applicant.
  - **Site Plan-** Shall be provided for every event, shall be to scale, and shall meet all the required information on the Event Submittal Checklist.

*\*See Pages 20-22 for an Event Submittal Checklist*
- **Fire Inspections-** A pre-event fire inspection(s) may be required as a condition of approval. It shall be the responsibility of the Applicant to ensure installations, set-ups, or operations are ready for a fire inspection prior to the fire inspection occurring. In the event that preparedness has not been coordinated, a reinspection and reinspection fee may apply. Any impact to the event due to a lack of preparedness by the Applicant for the purpose of fire and life-safety compliance, shall be the sole responsibility of the Applicant.
- **Distribution of Information-** It shall be the responsibility of the Applicant to furnish a copy of all comments and requirements outlined by PFA to vendors or other parties responsible for the event as necessary.

**EVENT VENDORS**- Each event Vendor shall assume all responsibilities for meeting the requirements as outlined herein and specific to their operation, and/or as outlined by their Operational Permit. This includes installations, set-up, operations, and any applicable fire and life-safety requirements for the duration of the event.

**General Overview of Vendor Responsibilities:**

- **Operational Permits, Poudre Fire Authority-** Obtaining all applicable Operational Permit(s) from the Poudre Fire Authority. *\*See Page 19 for a list of Operational Permits*
- **General Compliance-** Working with the Event Sponsor, Coordinator, or Applicant to ensure that fire and life-safety requirements are maintained as it involves their operations. This includes, but is not limited to, such matters as follows:
  - Maintaining clearance of designated emergency access routes and fire lanes.
  - Complying with all requirements of issued Operational Permit(s).
  - Ensuring all equipment is safe and in a good working condition prior to use.
  - Be prepared at any time for a fire inspection.
  - Correct any violations prior to conducting operations.

**COMPLEX EVENT REQUIREMENTS**

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Where a proposed event may involve complex hazards, the Poudre Fire Authority may require the Applicant to furnish a public safety plan and meet additional requirements. Events that may require this include but are not limited to: events involving high political profile; alcohol use; special fire or explosion concerns; limitations for emergency response access; events of an extended duration; events of exceptionally large attendee size or organizational complexity, or as otherwise determined by PFA and in accordance with the adopted Fire Code.

PFA will notify the applicant if the proposed event meets the criteria of a complex special event and if additional requirements apply.

## EMERGENCY RESPONSE ACCESS REQUIREMENTS

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***Why This is Important-*** *Emergency response access ensures emergency response vehicles can provide service when needed. This may include, but is not limited to, fire apparatus, ambulances, police vehicles, public works equipment, or similar.*

The adopted Fire Code requires the following:

- **Emergency Response Through Access-**

- Designated emergency response access shall be required with a 20 feet wide minimum and an overhead unobstructed clearance of 13 feet, 6 inches.
- Designated emergency response access shall be maintained free of any immovable objects, i.e., generators, mobile food preparation vehicles, etc.
- Temporary road blocks are permitted to prevent traffic from crossing provided that they do not impeded any emergency response. Road blocks shall also meet the approval of law enforcement. The Applicant shall provide information regarding the type and function of any proposed road blocks as a condition of approval.
- Designated emergency response access which serves fire apparatus shall be considered a fire lane. When required, fire lane signage shall be provided. It shall be the responsibility of the Applicant to furnish proposed signage for approval. Signs shall have text a minimum of 3 inches in height of a plain font and shall state: "FIRE ACCESS - NO PARKING." Text shall be red letters on a white background unless otherwise approved.
- Where fire lanes are in excess of 150 feet in length with no exit, an approved fire apparatus turn-around shall be provided. The Applicant shall indicate the location, width, inside and outside turning radii for any proposed turn-arounds as a condition of approval.

- **Building Access-**

- Access to buildings, building openings and walkways shall be provided. The Applicant shall indicate the minimum proposed width for these conditions as a condition of approval.
- Access to the following building features shall not be obstructed:
  - a. All exterior exit doors and openings.
  - b. Fire control rooms, fire sprinkler, fire alarm, fire pump rooms, Knox boxes, etc.
  - c. Parking structures.
  - d. Fire department connections (FDCs).



- **Fire Protection Water Supply Access-**

- Access to fire hydrants shall be maintained clear and unobstructed.
- Fire hydrants shall not be obscured from visibility by emergency responders.
- A clear space of 3 feet measured from the top-center of the fire hydrant shall be maintained for the entire diameter surrounding the fire hydrant.

## **MEANS OF EGRESS REQUIREMENTS**

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***Why This is Important-*** *The means of egress, or safe exiting, is recognized as the primary method for protection of people in buildings or contained spaces by allowing timely relocation or evacuation from fires, explosions, or other hazards or emergencies.*

The adopted Fire Code requires the following:

- **Fenced, Barricaded, or Similarly Contained Events-**

- Temporary Outdoor Conditions- Including but not limited to, open spaces, parks, fields, etc., where temporary fencing, barricades, or similar, contain people. The Applicant shall satisfy all requirements outlined herein as a condition of approval.
- Permanent Conditions- Including but not limited to, stadiums, pavilions, grandstands, bleachers, or similar, where a permanent structure and existing assemblies are designed and approved for a fixed number of people. The Applicant shall demonstrate that the proposed occupant load associated with the event does not exceed that which is allowed for the building or facility being utilized. Applicants are encouraged to evaluate a building to establish an understanding of the approved occupant load prior to determining if a building or facility is appropriate for the intended event. This may require assistance from a registered design professional.

- **Occupant Load-**

- The allowable occupant load and required exits shall be in accordance with the adopted Fire Code. Where it is determined appropriate by PFA, an occupant load and exiting diagram shall be provided from a registered design professional as a condition of approval. This may include events that have complex exiting conditions such as stairs, mezzanines, egress convergence, fixed seating, intervening spaces, or similar.

**Occupant Load for Temporary Outdoor Conditions-** May be calculated as follows:

Total area of the event (length x width) divided by (5) = Total Occupant Load

- **Required Exits-**

- Temporary Outdoor Conditions- May be calculated as follows:

**Total occupant load of 1-500 persons requires a minimum of (2) exits**

**Total occupant load of 501- 1,000 persons requires a minimum of (3) exits**

**Total occupant load of more than 1,000 persons requires a minimum of (4) exits**

- Exit Width for Temporary Outdoor Conditions- May be calculated as follows:

The capacity, in inches, may be calculated by multiplying the total occupant load by a factor of (0.2) inches. Exits shall be a minimum of 48 inches in width and 84 inches in height.

Examples:

**Total occupant load of 500 persons requires an exit width of 100 inches.**

**Total occupant load of 1,000 persons requires an exit width of 200 inches.**

Best Practices- Wider exits allow for more timely evacuations. It is recommended that events ensure large exits for outdoor assembly events where large crowds are anticipated. This may include larger than required exits.

- Exit Spacing for Temporary Outdoor Conditions-

The number of exits shall be arranged a reasonable distance apart so that if one becomes blocked, the others will be available.

Exits shall be arranged so that no exit is greater than 200 feet from any area within the event space.

- Exit Staffing for All Venues-

Each exit shall have a member of the event staff or security personnel assigned and posted to a respective exit, with a roster that indicates personnel assignments. Staff shall have means of emergency communications between assigned exit personnel. The Applicant shall ensure that a roster is available at each exit and that communication tools are available and operational at the time of a fire inspection.

- Exit Signage/Marking for All Venues-

Every required exit shall be identified with an approved exit sign. The Applicant shall indicate all proposed signage for approval. Exit signage shall be provided and readily visible from any direction of egress travel. Every exit sign and directional exit sign shall have plainly legible letters a minimum of 6 inches in height with a stroke of 3/4 inches minimum.

- Exit Signage Illumination-

Where events occur at night, or where required due to limited visibility, exit signs shall be illuminated, either internally or externally.

## **CROWD MANAGER REQUIREMENTS**

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***Why This is Important-*** Events with larger gatherings require dedicated personnel to maintain emergency access routes, aisles, and exits so they are clear of obstructions, to monitoring occupant loads, and to coordinate when crowd control measures are required.

The adopted Fire Code requires the following:

- **Required Crowd Managers-**

- More Than 1,000 Persons, Outdoor Events- Crowd managers shall be required for outdoor events with more than 1,000 persons. There shall be a minimum of (2) crowd managers with an additional (1) crowd manager for every 250 persons.

The following events DO NOT require crowd managers:

- a. Outdoor events with fewer than 1,000 persons.
  - b. Events exclusively for religious worship with fewer than 1,000 persons.
  - c. As otherwise approved by PFA.
- More Than 500 Persons, Buildings & Fixed Facilities- Crowd managers shall be required for events with more than 500 persons inside buildings or fixed facilities. There shall be a minimum of (2) crowd managers with an additional (1) crowd manager for every 250 persons.

The following events DO NOT require crowd managers:

- a. As otherwise approved by PFA.
- Crowd Manager Training Requirements- Crowd managers shall have completed a reputable training program and have competency with the following duties as outlined.

Crowd Manger Duties:

- a. Conduct routine inspections for areas of responsibility, identify and address egress barriers and mitigate any fire hazards.
- b. Verify compliance with all permit conditions, including those associated with pyrotechnics and other special effects.
- c. Direct and assist the event attendees in evacuation during an emergency.

- d. Assist emergency response personnel where requested.
- e. Other duties as specified by PFA or the fire safety plan.

## **COOKING REQUIREMENTS**

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***Why This is Important-*** *Cooking operations can propagate fire rapidly, primarily because these operations include heat and flames and readily available fuel sources; including what is being cooked, cooking oils and fats, and the fuel supply for the cooking equipment. The danger is that these fires can spread rapidly amongst tents, canopies, membrane structures, booths and displays.*

**COOKING OPERATIONS-** Fire code requirements shall apply to all cooking operations which produce smoke, heat, grease-laden vapors, utilize open-flames, produce sparks or flying embers, include ignition hazards, or as otherwise determined by PFA. These requirements do not apply to operations limited to cold food preparation.

The following fire and life-safety requirements shall apply to all vendors, displays, freestanding booths, concession stands, fixed booths that are not an approved commercial kitchen, or similar conditions.

Cooking operations that are proposed within, under, or adjacent to tents, canopies, or membrane structures have specific requirements, and shall meet the requirements as outlined in the Tents, Canopies, or Membrane Structures section of this document and PFA's Tent, Canopy & Membrane Structure Guidebook.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS, REGARDLESS OF ANY PAST PRACTICES, MAY RESULT IN THE ISSUANCE OF A STOP WORK ORDER, THE TEMPORARY OR PERMANENT REVOCATION OF AN OPERATIONAL PERMIT, OR THE CLOSURE OF AN INDIVIDUAL COOKING OPERATION UNTIL WHICH TIME COMPLIANCE CAN BE MET. ANY IMPACT TO THE EVENT, LOST PROFIT, OR INCURRED COST ASSOCIATED WITH THESE CIRCUMSTANCES SHALL BE THE RESPONSIBILITY OF THE VENDOR AND/OR APPLICANT.**

The adopted Fire Code requires the following:

- **Location of Cooking Equipment-**
  - Tents, Canopies, or Membrane Structures- Under no circumstances shall any cooking operations be located under or inside a tent, canopy, or membrane structure unless formally approved by PFA. These requirements do not apply to operations limited to cold food preparation only. *\*See PFA's Tent, Canopy & Membrane Structure Guidebook*
  - Separation from Tents or Structures- Cooking appliances or equipment that meets the definition above -Cooking Operations- shall not be used within 20 feet of a tent or temporary structure unless otherwise formally approved by PFA.

- Separation from Patrons- Cooking appliances or equipment that pose a burn injury or similar hazard to the public shall be restricted by a 24 inch minimum clearance.
- Protection- Cooking equipment using oils and fats shall have a noncombustible lid immediately available, and shall be of a sufficient size to cover the cooking well completely. Equipment shall be placed on a noncombustible surface.
- **Cooking Tents, Canopies & Membrane Structures-**
  - Location(s)- Any tent, canopy, or membrane structure where cooking is proposed shall be formally approved by PFA, and shall meet the following requirements in full:  
Tents, Canopies & Membrane Structures When Approved For Cooking:
    - a. Warming of foods for consumption, cooking demonstrations, and similar operations that use semi-solid or solid flammables such as Sterno, butane or other similar devices that do not pose an ignition hazard are permitted.
    - b. Electric cooking equipment is permitted.
    - c. Cooking operations that utilize open flames, emit flame, fire, heat or flammable or combustible liquids, gas, charcoal or similar devices, are not permitted inside tents, canopies, or membrane structures.
    - d. Cooking operations that produce smoke, grease-laden vapors, sparks or flying embers are not permitted inside tents, canopies, or membrane structures.
    - e. Cooking operations that use flammable-liquid-fueled equipment are not permitted inside tents, canopies, or membrane structures.
- **Portable LP-gas Tanks & Cylinders-**
  - Protection from Vehicles & Impact- LP-gas tanks and cylinders shall be positioned and stored to prevent vehicle impact.
  - Location- LP-gas tanks and cylinders shall be located outside, and secured in place to prevent unauthorized movement. Safety relief valves shall be positioned so they are directed away from tents, canopies, membrane structures, and any ignition sources.
  - Use & Arrangement- LP-gas tanks and cylinders shall be used or stored so that the pressure relief valve is oriented in communication with the vapor space. Vertical tanks shall remain in the vertical position, and horizontal tanks shall remain in the horizontal position.
  - Combustibles- LP-gas tanks and cylinders shall not be stored or used within 10 feet of combustible vegetation, trash, or similar.

- **Cooking Appliances & Equipment Requirements-**

- Gas Stoves and Similar Fuel-Fired Appliances- All fuel-fired appliances shall be listed by either Underwriters Laboratories (UL), the American Gas Association (AGA), or as otherwise approved by PFA. All gas tanks, piping, hoses, fittings, valves, tubing, and associated components shall be listed and designed by the manufacturer for the intended use and fuel-type. Hand-built or modified equipment that is not listed shall be prohibited. Any appliance or equipment that leaks, is in disrepair, or is determined to be unsafe shall be prohibited. The Vendor shall assume all responsibility for the safe condition and use of cooking appliances and equipment.
- Deep Fat Fryers- Shall not be used inside or under a tent, canopy, or membrane structure.

- **Portable Fire Extinguishers-**

- Location(s)- Portable fire extinguishers shall be provided in readily distinguishable locations at each cooking operation and based upon the cooking media used as outlined herein. Portable fire extinguishers shall not be hidden from view and shall be positioned for immediate availability and use.

Size & Type-

All Cooking Operations- (1) General purpose portable fire extinguisher shall be provided at every cooking operation, of a dry chemical-type, UL Listed, and shall be a minimum size of 2A:10B:C. This shall be in addition to any portable fire extinguisher(s) required below.

Solid Fuels, Vegetable or Animal Fats are Used- (1) Class K-type portable fire extinguisher shall be provided at every cooking operation where solid fuels, vegetable or animal fats are used. This shall be a wet chemical-type, UL listed, and have a minimum size of 1.5-gallon capacity.

Solid Fuels with a Firebox- (1) Class K-type portable fire extinguisher shall be provided where solid fuel cooking appliances with a firebox are used. This shall be a wet chemical-type, UL listed, and have a minimum size of 2.5-gallon capacity or (2) 1.5-gallon capacity extinguishers may be used.

Deep Fat Fryers are Used- (1) Class K-type portable fire extinguisher shall be provided where up to (4) fryers are used (Maximum total of 80 pound cooking capacity). This shall be a wet chemical-type, UL listed, and have a minimum size of 1.5-gallon capacity. Additional extinguishers shall be required based upon the number of fryers used.

- Servicing Requirements- Portable fire extinguishers shall be current in their service. This includes having been inspected within the last 12 months by a qualified portable fire extinguisher company, and having a tag which indicates such service.  
  
\*Consumer-grade portable fire extinguishers that have been purchased new by the vendor and are placed in service without a tag from a qualified fire extinguisher servicing company are not approved by PFA.

## IGNITION HAZARD REQUIREMENTS

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***Why This is Important-** Ignition sources are often unanticipated but can propagate fire rapidly. Unlike cooking appliances where people can relate to the immediate dangers, the impact of ignition hazards can catch people off guard, such as a grass fire caused by hot exhaust from a parked vehicle. These fires often can escalate rapidly, and therefore prevention measures are critical.*

**FAILURE TO COMPLY WITH THESE REQUIREMENTS, REGARDLESS OF ANY PAST PRACTICES, MAY RESULT IN THE ISSUANCE OF A STOP WORK ORDER, THE TEMPORARY OR PERMANENT REVOCATION OF AN OPERATIONAL PERMIT, OR PROHIBITING APPLIANCES TO BE USED UNTIL WHICH TIME COMPLIANCE CAN BE MET. ANY IMPACT TO THE EVENT, LOST PROFIT, OR INCURRED COST ASSOCIATED WITH THESE CIRCUMSTANCES SHALL BE THE RESPONSIBILITY OF THE VENDOR AND/OR APPLICANT.**

- **Smoking-**

- Location(s)- Smoking shall be permitted only in designated smoking areas approved by PFA. Other areas shall have approved “No Smoking” signs conspicuously posted. It shall be the responsibility of the Applicant to ensure that designated smoking areas shall meet the following requirements in full:
  - a. The Applicant shall ensure that enforcement measures are in place to maintain the no smoking requirement for the duration of the event.
  - b. Designated smoking areas shall be clearly defined and posted so that patrons can clearly distinguish where it is and is not permissible to smoke.
  - c. Containers that are designed for safe disposal of smoking materials shall be provided in designated smoking areas. Trash or rubbish containers shall not be placed within designated smoking areas.
  - d. Designated smoking areas shall be free from combustibles, including dry grass, vegetation, ignition sources, or similar conditions.

e. (1) General purpose portable fire extinguishers shall be provided at every designated smoking area, of a dry chemical-type, UL Listed, and shall be a minimum size of 2A:10B:C. *\*See top of Page 15 for servicing requirements.*

- **Sky Lanterns-**

- Use- Sky lanterns are not permitted; no person shall release or cause to be released an untethered sky lantern.

- **Generators-**

- Location- Generators shall not be positioned within 10 feet of combustible vegetation or materials, and shall be isolated from the public by a guard, fence, or similar enclosure installed a minimum of 3 feet away from the internal combustion source.
- Portable Fire Extinguisher- Each generator shall be provided with (1) general purpose portable fire extinguisher, of a dry chemical-type, UL Listed, and shall be a minimum size of 2A:10B:C.
- Servicing Requirements- Portable fire extinguishers shall be current in their service. This includes having been inspected within the last 12 months by a qualified portable fire extinguisher company, and having a tag which indicates such service.

\*Consumer-grade portable fire extinguishers that have been purchased new by the vendor and are placed in service without a tag from a qualified fire extinguisher servicing company are not approved by PFA.

- Refueling- Fuel storage for the purpose of refueling shall be outside and located a minimum of 50 feet from any tents, canopies, or membrane structures. Refueling shall not occur within 20 feet of any tents, canopies, or membrane structures. Generators shall not be running or hot when refueling.

- **Heating Equipment-**

- Portable Heating Appliances, Including Outdoor Fuel-Fired Heating Appliances- All portable outdoor fuel-fired heating appliances shall be listed and labeled in accordance with ANSI Z83.26/CSA 2.37 or Underwriters Laboratory (UL). Any appliance or equipment that leaks, is in disrepair, or is determined to be unsafe shall be prohibited. The Vendor shall assume all responsibility for the safe condition and use of heating appliances and equipment as follows:

- a. Appliances shall be equipped with a tilt or tip-over switch that automatically shuts off the flow of gas if the appliance is tilted more than 15 degrees from the vertical.



- b. The heating element or combustion chamber shall be permanently guarded so as to prevent accidental contact by persons or materials.
  - c. Replacement of fuel-gas containers shall not be conducted while the public is present.
  - d. The maximum individual capacity of containers shall not exceed a 20 pound size.
- Tents, Canopies, or Membrane Structures- Under no circumstances shall any portable outdoor fuel-fired heating appliance be used under or inside a tent, canopy, or membrane structure.
- Clearance to Buildings, Structures and Combustibles- Portable outdoor fuel-fired heating appliances shall not be used within 5 feet from any building, shall not be located underneath or closer than 5 feet to combustible decorations, combustible overhangs, awnings, sunshades or similar conditions.
- Clearance to Exits- Portable outdoor fuel-fired heating appliances shall not be used within 5 feet from any exit or exit discharge area.
- Storage- LP-gas containers or similar fuel tanks or cylinders shall not be stored inside buildings, structures, or enclosures unless formally approved by PFA.
- **Vehicles-**
  - Location(s)- Vehicles shall not drive, idle, or park on dry grass or similar combustible vegetation or conditions. The Applicant shall provide a fire safety plan as a condition of approval when unsafe conditions are anticipated or are present. This may include such measures as mowing and irrigating grass or vegetation as a conditional of approval.
  - Long-term Parking- Vehicles, mobile food preparation vehicles, trailers, or similar, shall be out of vendor areas as soon as unloading/loading has occurred.
- **Electrical-**
  - General- All electrical work, both permanent and temporary, shall meet the requirements of the adopted electrical code(s) and NFPA 70, *National Electrical Code*. It shall be the responsibility of the Applicant or Vendor to ensure that any permits are secured by the building department for electrical work performed, and that the installing contractor meets all regulatory requirements.

Electrical Equipment and Conditions -Permanent & Temporary-

- a. Electrical conditions shall be free of open junction boxes, open and exposed wiring, splices, or similar unsafe conditions, and shall have the appropriate covers.

- b. Electrical modifications to accommodate event functions shall only be performed by licensed electricians or as otherwise required and allowed by Colorado state law.
- Appliances, Lighting and Similar- All electrical equipment, devices, fixtures and similar, shall be listed for their intended commercial use; listings for household uses are not permitted.
- Extension Cords-
  - a. Shall not be a substitute for permanent wiring.
  - b. Shall be listed as per Underwriters Laboratory (UL), UL 817.
  - c. Shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall they be subject to environmental or physical damage. Under no circumstances shall it be permitted for extension cords to be driven or walked upon.
  - d. Shall be plugged directly into a receptacle, relocatable power tap, and shall serve only (1) portable appliance.
  - e. Shall not be used to supply power to portable space heaters.
  - f. Shall be rated for the ampacity of electrical load served. 15-amps shall be the approved minimum; light gauge extension cords shall not be permitted.

## **ADDITIONAL OPERATIONAL PERMITS**

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**ADDITIONAL OPERATIONAL PERMITS MAY APPLY FOR YOUR EVENT. PLEASE REVIEW THE LIST BELOW, AND CONSULT PFA IF WE CAN BE A RESOURCE IF YOU HAVE ADDITIONAL QUESTIONS. IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT OR VENDOR TO SECURE ANY ADDITIONAL REQUIRED OPERATIONAL PERMITS.**

*Operational Permit Information and supporting guidebooks can be accessed on our website:*  
**[www.poudre-fire.org](http://www.poudre-fire.org)**

### **REQUIRED OPERATIONAL PERMITS**

*\*In addition to a Carnival & Fairs, Outdoor Assembly, and Similar Special Event Operational Permit*

- **Explosives, e.g. Firework Displays**
- **Mobile Food Preparation Vehicles** (Food trucks and trailers)
- **Open Flames, including Torches and Candles**
- **Pyrotechnic Special Effects Material**
- **Special Amusement Buildings** (Haunted houses, puzzle rooms, corn mazes, or similar)
- **Temporary Membrane Structures and Tents**

Applicants should ensure that the following requirements are met in full prior to submitting.

- Site Plans-**
  - A site plan is provided and includes all relevant information as noted throughout.
  - A scale is indicated and/or pertinent dimensions are provided.
  - Names of pertinent streets, areas, and buildings are provided, along with addresses for buildings associated with the event.

**Submittals which fail to provide a detailed and complete site plan will be rejected.**
  
- Emergency Response Through Access- \*See Page 8**
  - Emergency access routes are provided, their widths indicated with dimensions, overhead clearance is provided and free from obstructions.
  - Emergency access routes are free from immovable objects.
  - The locations and type of any temporary road blocks are indicated.
  - Emergency access routes greater than 150 feet in length meet all fire lane requirements, with a turn-around, and proposed fire lane signage is provided.

**Submittals which fail to provide all necessary dimensions will be rejected.**
  
- Building Access- \*See Page 8**
  - Building and walkway access is provided, and the minimum width is indicated.
  - Access to exit doors & openings and all fire protection system access is maintained.
  
- Fire Protection Water Supply- \*See Page 9**
  - Access and visibility for fire hydrants will be maintained.
  
- Means of Egress (Exiting)- \*See Pages 9-11**
  - Where proposed, temporary fencing, barricades, or similar barriers are indicated, along with their type, height, exiting hardware, direction of swing & function, and all locations are shown on the site plan.
  - The total occupant load is provided for either a temporary outdoor condition and/or an existing building or structure.
  - Exiting is calculated so that it is adequate for the occupant load served.
  - Exit locations, arrangement, directions of swing, sizes, proximity to the event, is clearly indicated on the site plan.
  - An exit staffing plan is provided and states how all requirements will be met.
  - Proposed exit signage has been provided, and meets illumination requirements if applicable.

**Submittals which only provide the anticipated number of attendees, but fails to demonstrate that the exits are capable of serving the total occupant load will be rejected.**

- Crowd Managers-** *\*See Pages 11-12*
  - When required, crowd management qualifications are provided, the ratio to attendees is indicated, and an outline is provided for their event-related duties.
  
- Cooking Requirements-** *\*See Pages 12-15*
  - Distances between proposed cooking and all tents, canopies, and membrane structures, including sun shades is clearly indicated on the site plan.
  - Separation of cooking equipment from patrons is indicated and established prior to set-up.
  - All cooking equipment, appliances, and operations are identified and the appropriate information is provided, including appliance(s), fuel source(s), how protection is provided, etc.
  - The location of proposed mobile food preparation vehicles (food trucks & trailers), and separation between vehicles is clearly indicated on the site plan.

**Submittals which fail to provide all necessary dimensions and information will be rejected.**
  
- Cooking Tents, Canopies & Membrane Structures-** *\*See Page 13*
  - Information for proposed electric equipment and appliances is provided.
  - Food warming operations and/or cold food preparation is indicated.

**Submittals which fail to provide all necessary information will be rejected.**
  
- LP-gas Tank & Cylinder Use-** *\*See Pages 13-14*
  - The proposed point of use locations are indicated with respect to emergency access routes and vehicle impact protection, and separation from combustibles.
  - The size and quantity of tanks/cylinders is indicated.
  
- Portable Fire Extinguishers-** *\*See Pages 14-15*
  - The type, size, and locations are indicated on the site plan.
  - The submittal indicates a plan for portable fire extinguisher acquisition and to ensure that the servicing requirement is met prior to the set-up or at the time of a fire inspection.

**Submittals which only indicate “portable fire extinguisher” but do not specify the type, size, and location relative to the hazard will be rejected.**
  
- Ignition Hazards-** *\*See Pages 15-18*
  - Designated smoking locations are provided on the site plan and indicate how all requirements will be met.
  - Generator and fuel storage locations are provided on the site plan and indicate how all requirements will be met.

- Ignition Hazards (Continued)-** *\*See Pages 15-18*
  - All heating equipment, appliances, and operations are identified and the appropriate information is provided, including appliance(s), fuel source(s), and proposed locations, etc.
  - Vehicle parking, both for unloading/loading and for general event parking is indicated on the site plan.
  - Vehicle parking fire mitigation measures are indicated.
  - The licensed, responsible managing electrician is indicated for all temporary electrical work.
  - An extension cord implementation plan is outlined and will be provided by the Applicant to Vendors.
  
- Additional Operational Permits-** *\*See Page 19*
  - All additional and required Operational Permits are being secured.