

FIRE DEPARTMENT PERMIT GUIDELINES

SPECIAL EVENT – PUBLIC ASSEMBLY (EACH EVENT)

The Special Event Assembly Permit is applicable to any public event, exhibit space, booth, festival or any other similar event of 50 or more people.

A complete Special Event Assembly Permit Application and permit fee shall be submitted to the Santa Rosa Fire Department at least ten (10) working days prior to the opening of any event.

Plans shall be submitted for all events. Drawings need not be to scale but need to show layout of tables and/or chairs; which includes total number of each, number of rows and seats between aisles, and spacing measurements between them; exit locations and widths; aisle and cross aisle locations and widths; layout and number of booths; detail of exhibits, both inside and outside of buildings, including area dimension and calculated occupant loads.

When cooking is proposed, a detailed description shall be provided identifying the following: fuel to be used, location of all cooking areas relative to one another, amount of fuel proposed to be used and store, fire protection being provided and, when required, proof that additional Fire Department permits have been obtained and those specific permit requirements have been met.

Identification of decorative materials; where they will be used and proof of fire resistively or flame retardant treatment as outlined in Santa Rosa Fire Department **Information Bulletin #94-046**.

Any supporting information needed to demonstrate the event satisfies all applicable requirement (i.e., cooking areas, fire extinguisher placement, and proximity to other buildings or hazards relative to the proposed event.

Any paper or fabrics used in displays or exhibits shall be inherently fire retardant or be treated with an approved fire retardant solution by a California State licensed applicator. Documentation in the form of a Certificate of Fire Retardancy shall be maintained on-site and be available during any inspection. All such treated material shall be maintained fire retardant throughout its intended use.

The use of any type of open flame shall be approved by the Santa Rosa Fire Department prior to any installation or operation and may require additional permits.

TENTS, AIR SUPPORTED STRUCTURE AND CANOPIES (EACH EVENT)

A permit shall be obtained from the Santa Rosa Fire Department for all tents and temporary membrane air-supported structures having an area in excess of 400 square feet, unless such structures are used exclusively for camping. Canopies in excess of 700 square feet will also require a permit. Minimum clearance of 12 feet to structures and other tents shall be provided.

Tents in which cooking is performed shall be separated from other tents, temporary membrane structures and canopies, by a minimum of twenty (20) feet. All propane containers must be kept outside the enclosure at all times.

LIMITED USE PROPANE (ANNUALLY)

A permit to use propane at special events shall be obtained from the Santa Rosa Fire Department. Permit fees are for a one-year period; however, a separate permit application is required for each individual event where the propane is used. Specific information regarding the type of operation to be conducted, as well as a site map, must be included with the application.

Applicant will be permitted to use and store propane on site in the amount of five (5) gallons and/or one hundred (100) lbs. of propane; limited to a total of four (4) five gallon tanks.

Propane containers shall not exceed five (5) gallons capacity; propane containers larger than five (5) gallon capacity may not be used for any outside public assembly events.

A maximum of two (2) containers may be manifolded together at any one time. Excess flow valves will be required when tanks are manifolded. These should be located as close to or near discharge connection on the tank(s), but must be kept outside the booth or enclosure at all times.

All propane operations shall be at least twenty-five (25) feet from any other open flame, and other propane operation, or any building, and shall be at least ten (10) feet way form any below grade transformer units.