

SPECIAL EVENTS

August 2005, Revised August 2010

COLORADO SPRINGS FIRE DEPARTMENT **Division of the Fire Marshal**



If you have any questions or comments regarding the information contained within, or if you need assistance interpreting these requirements, please contact:

Colorado Springs Fire Department
Division of the Fire Marshal
375 Printers Parkway
Colorado Springs, Colorado 80910
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PURPOSE

This document contains basic information on the requirements of the Colorado Springs Fire Department in regards to Special Events.

SCOPE

This information pertains to any event that involves the closure of streets, events in public parks and/or open space, and any function, event or activity that will require review and inspection by the Colorado Springs Fire Department for life safety features and fire code requirements.

DEFINITIONS

Event. This is an inclusive term incorporating the terms of carnival, fair, exhibit or show. (CSFD)

Special Event. A special event includes, but is not limited to:

A. Any organized formation, parade, procession or assembly consisting of, or reasonably expected to consist of, one hundred (100) or more persons, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any public street and which does not comply with normal or usual traffic regulations or controls.

B. Any organized assemblage consisting of, or reasonably expected to consist of, one hundred (100) or more persons at any public park which is to gather for a common purpose under the direction or control of a single person or organization.

C. Any other organized activity conducted by a person or organization for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property or facilities and the provision of public safety services to the activity.

D. Any event that requires the temporary closure of a public street, alley or right of way or the erection of barricades.

Examples of special events include, but are not limited to, concerts, parades, circuses, fairs, festivals, block parties, community events, mass participation sports (i.e., marathons, running events, bicycle races or tours, etc.), motorcycle rallies or spectator sports. (Colorado Springs City Code, §3.2.403)

IFC. International Fire Code

GUIDELINES

Permits and Fees

Permits. A permit is required from the Division of the Fire Marshal for all carnivals, fairs, exhibits and shows. This permit is in addition to the permit obtained through the City Special Events application process. This means that if an event applies for a Special Event permit through the Colorado Springs Special Events application process, an additional permit from the Division of the Fire Marshal may be required.

Depending upon the hazards within the carnivals, fairs, exhibits and shows, more permits may be required on top of the previous required permits. Typically, these additional permits pertain to tents and pyrotechnics.

An additional permit is required if an event utilizes a single tent, canopy or similar structure, or a contiguous grouping of tents, canopies or similar structures where the total square footage is greater than 2400 square feet.

A permit is also required if an event utilizes pyrotechnics, fireworks, flame effects or similar effect productions.

Information on what and how to submit for these permits is found on the CSFD website.

Fees. For each required permit, an associated fee is required based on the 2008 Fire Department Fee Schedule adopted by the City Council on November 13, 2007.

If an event requires multiple permits, those multiple permits may be combined together, and the largest of the permit fees charged only for the multiple permits. *The only exception to this is the permit required for pyrotechnics, fireworks, flame effects, etc. This is due to liability issues associated with this type of permit.*

Fees are required for all permits required from the Division of the Fire Marshal regardless of whether an event is City Sponsored. This is due to the fact that the imposed fees are for permits required by the Fire Code and not a function of the special events process.

Site Features

Fire lanes. All portions of a buildings first floor must be reached within 150 feet of a fire lane. How this affects events is when an event is located along a public or private roadway, a fire lane must be provided along the longest axis of the event. In other words, if an event is mainly located on "Main Street" but the event spills over to use portions of side streets, the fire lane must be located along "Main Street." The minimum width of the fire lane is 20 feet clear and unobstructed. Fire lanes through events located on roadways may be reduced to 16 feet absolute width when the fire lane meets the following requirements:

- a. Fire lane is located along the centerline of the roadway
- b. Fire lane is straight and does not have any turns, deflections, curves, etc.

Vendor grouping and separation. Cooking vendors utilizing LPG or solid fuels (wood, charcoal, etc) for cooking are required to be grouped together and separated from other cooking and non-cooking vendors not utilizing these hazards.

These cooking vendors must be grouped together in a liner fashion to no more than 100 feet in length. There may be multiple groups of food vendors within a given event; however each group must be separated from other groups and/or other vendors and structures by at least 16 feet. See Figure 1 for an example of this requirement.

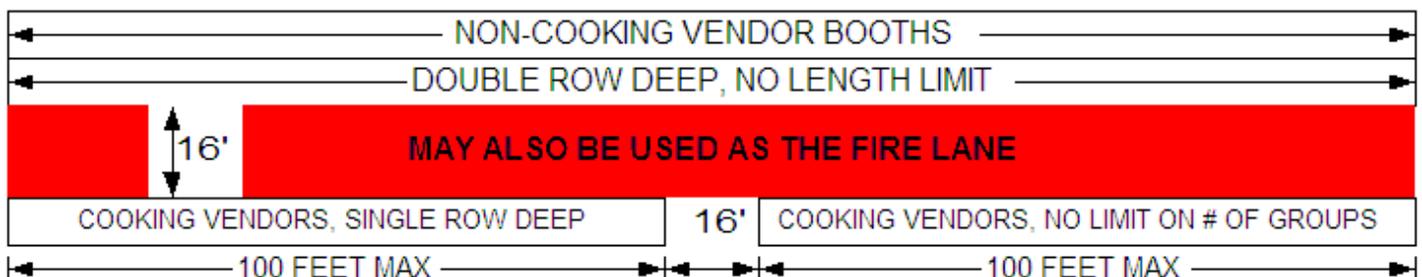


Figure 1 - Example of Cooking Vendor Grouping and Separation

Cooking Fuels

Liquid Petroleum Gas (LPG). One LPG cylinder per appliance plus one spare cylinder of the same size is permitted for each vendor. Any additional LPG must be stored off site unless a permit for LPG use has been obtained by the vendor. The LPG tanks must be kept outside the structure no less than 1 foot from the exterior of the structure with the safety relief valves pointed away from the structure.

LPG cylinders must be uniformly located amongst the vendors and remotely located from all exits of the structure. See Figure 2 for an example of cylinder placement.

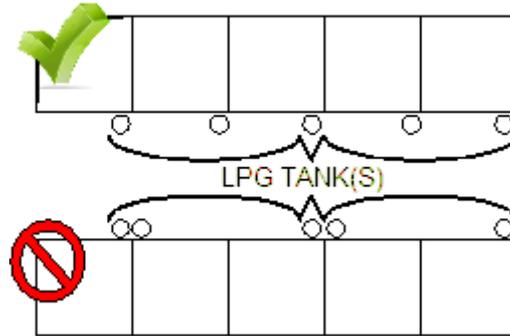


Figure 2 - Example of LPG cylinder placement

No smoking signs must be posted within 10 feet of the cylinders. The wording on the signs must include "DANGER - FLAMMABLE GAS - NO SMOKING WITHIN 10 FEET" and be conspicuously located. All cylinders must be protected from tampering and securely fastened to a suitable object to prevent tipping.

Any individual vendor wanting to utilize more than 125 gallons (water capacity) of LPG must apply for an LPG Permit and meet all applicable code requirements. The permit must be submitted and approved a minimum of 1 week before the event. Permit requirements are more restrictive than noted in this document.

It is too late to obtain a LPG Permit at the time of inspection. Therefore, if during inspection, a vendor is found to have more than 125 gallons (water capacity) of LPG, that vendor must immediately reduce the LPG to below 125 gallons or the vendor will not be allowed to participate in the event.

Solid Fuels. All cooking utilizing solid fuels must be done under open air and not located under any canopy, tent, and membrane structure or similar. Each vendor must have a metal receptacle with a secure lid shall be provided for the sole purposes of collecting hot ashes, smoldering coals, cinders, etc. This receptacle shall not be used for general trash/rubbish.

Miscellaneous

Fire extinguishers. One extinguisher with a minimum rating of 2A: 10BC required for all cooking activities. One Class K (wet chemical) extinguisher, in addition to above extinguisher, is required for cooking appliance utilizing vegetable or animal fats and oils. All fire extinguishers must be provided with an inspection tag and dated within 1 year of the event in which it's being used.

Deep fat fryers. Deep fat fryers shall be provided with a metal lid to cover the hot oil in case of rain.

Generators. All generators must be kept a minimum of 20 feet from any tent, canopy or membrane structure and must be isolated from the general public by fencing, enclosures or other approved methods. Under no circumstances shall a generator be placed less than 25 feet from any LP-gas tank.

Plans and Submittals

A site plan along with supporting documentation and other required information must be submitted to the Division of the Fire Marshal whenever a permit is required. Site plans must show the locations of all obstructions within roadways regardless if the roadway is public or private. The site

plan must also show and identify all locations of fire hydrants and fire department connections. Note that these fire protection devices must be kept clear from any/all obstructions. Where applicable, the site plans must show the locations of fire lanes.

The site plan must also show the locations of all food vendors and that the applicable food vendors are grouped and separated as previously discussed.

Permit application. If the event is an event that requires City approval, then the City Special Event Permit application must be submitted as per instructions. If the event does not require city approval then the Colorado Springs Fire Department Special Event Permit application must be used. This form can be found at the end of this document as well as online at the CSFD website.

ATTACHMENTS

1- Permit Application



Special Events Permit Application
 Colorado Springs Fire Department
 Division of the Fire Marshal
 375 Printers Parkway
 Colorado Springs, Colorado 80910



PROVIDE REQUIRED INFORMATION AND CHECK ALL OF THE FOLLOWING

Permit Applicant Name: _____

Organization: _____

Phone and Fax Numbers: _____

E-mail Address: _____

Event Name: _____

Event Description: _____

Event Location: _____

Event Date(s): _____

- Yes No The event will close or block roadways.
- Yes No The event will have features/obstructions placed within the roadways.
- Yes No The event will provide a fire lane along the closed and obstructed roadways.
- Yes No The event will be held fully within a public/private park.
- Yes No The event will utilize any single tent or any contiguous grouping of tents with more than 2400 square feet.

If "Yes" checked above then answer the following:

- Yes A Temporary Tent Permit Application is included with this application.
- No A Temporary Tent Permit Application will be submitted separately by the tent contractor.
- Yes No An event site plan is included that shows the following:
 - Locations and descriptions of every feature/obstruction placed within roadways
 - Locations of all fire hydrants and fire department connections
 - Location(s) of fire lane(s) (dimensions given)
 - Locations of cooking vendors to show vendor groupings and separations (dimensions given)

OFFICE USE ONLY

OFFICE USE ONLY	
Applicant Name (Printed):	Applicant Signature:
Permit Fee	Issue Date:
Receipt Number	Permit Number