

Special Events Guidelines for Event Coordinators and Vendors

Operations that require a DFD Special Event fire permit:

- Street Closures
- Operation of a special amusement building
- Bonfires
- Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground
- Use of open flames or candles in connection with assembly areas, dining areas of restaurants, or drinking establishments
- Erecting a canopy having an area of 300 square feet or more
- Conducting a carnival or fair
- Operation of a chili roaster at temporary events
- Storage, use, or handling of compressed and liquified gases at temporary events
- Operation of a compressed natural gas tank at temporary events
- Storage, use, or handling of cryogenic fluids at temporary events
- Operation of exhibits and trade shows
- Handling, storage, or use of Fireworks or Pyrotechnic special effects
- All professional pyrotechnic programs
- Storage, handling, or use of Flammable or combustible liquids at temporary events
- Storage, handling, or use of Hazardous materials or processes at temporary events
- Helicopter landings at temporary events
- Use of any holiday decorations in any public assembly occupancy
- To display, operate, or demonstrate liquid-or gas-fueled vehicles or equipment in assembly buildings
- Storage, use, or handling of LPG at temporary events
- Increasing the occupant load of an assembly occupancy for a one-time event
- Use of any open flame equipment
- Use of an open flame device in a hazardous fire area
- Any ground or airborne parade float
- To operate a place of assembly (This is an annual operational permit for Assembly Occupancy structures)
- Storage, use, and handling of pyrotechnic special effects material
- All pyrotechnic events indoor and outdoor
- Use of a fog machine or Hazer
- Use of propane effects
- Permit/Certificate of fitness is required for all pyrotechnicians
- To erect and use reviewing stands or grandstands
- Refueling operations at temporary events in assembly occupancies
- Special Events within an existing facility

- Outdoor events with six or more fuel-fired cooking/heating units
- Use of a temporary generator
- Installation or use of a temporary heating appliance
- Use of a tent or temporary membrane structure not opened on all sides and having an area in excess of 200 square feet
- Use of a tent or temporary membrane structure open on all sides and having an area of 400 square feet or more

1. **Carnivals, street fairs, or markets** that use any of the above items are required to have a **SPECIAL EVENT PERMIT** issued by the Fire Department prior to the event's start.
2. The event organizer and vendor are responsible for ensuring that all necessary permits are obtained for the event. A printed copy of the necessary fire permit is required and should be posted on individual vendor sites and available upon request.

Event Coordinator and Responsibilities

- Apply for the overall event permit that includes any of the above-listed permissible operations. ***All initial applications shall be submitted at least 30 days prior to the event.***
- Ensure that all Vendors at your event have their appropriate permit for any of the above-listed permissible items.
- Ensure that all Food Trucks at your event have a current fire permit and are licensed.
- Provide necessary site plans of your event in your permit application.

Site Plans should include:

1. Location of all tents, temporary generators, temporary heaters, firepits, cooking areas, and propane storage areas.
2. Location of all fencing, entrances, exits, and emergency exits.
3. Distances of the event from buildings, streets, and fire hydrants.
4. Maps of the event grounds, including Vendor locations, are required to be placed near entrances/exits to assist emergency responders during an emergency.
5. For events with **street closures or partial closures**:
Emergency vehicle access in streets adjacent to the event site includes a **minimum 20'** clearance for emergency vehicles unless otherwise specified in your fire permit. Hydrants require a **minimum 5'** clearance for emergency operation.

Items to note for Event Organizers and Vendors:

- Refueling is not allowed while the event is open to the public. This includes changing out propane cylinders during your event or refueling generators.
- An **on-site inspection** may be required for your event by Fire Department personnel. This inspection will include the following items:
 1. Ensuring that event organizers and vendors have their appropriate fire permits on hand.
 2. Cooking is **not allowed under tents, canopies, or inside of booths**.
 3. Ensure that all propane cylinders are away from the public and secured so that they will not tip over and that all connections are tight to prevent gas leaking. Fire inspectors will use a gas meter to ensure that gas connections are not leaking.
 4. Ensure there are enough fire extinguishers on-site, in the vendor booths and tents, and in areas where cooking or open flames occur.
 5. Cooking with grease and oils requires a metal lid to cover the container in the event of rain or snow. Additionally, a **class K** fire extinguisher is required for **cooking with oil** with an annual inspection tag.

6. Extension cords must be outdoor-rated and not be laid in an area where water might accumulate. Cords should also be tended and maintained so they do not become a tripping hazard.
7. Food Trucks require an **annual fire permit** and are limited to **80 pounds of propane**. Food trucks must be spaced 10 feet apart, bumper to bumper.
8. Per the Denver Fire Code, 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 where facilities or events involve a gathering of more than 500 people. Outdoor events with fewer than 1,000 persons in attendance shall not require crowd managers.

Vendor and Venue Responsibilities

- Ensure you have your appropriate fire permit if using any of the above-listed permissible operations.
- Be ready for an on-site inspection from Fire Department personnel and follow the above on-site inspection guidelines.
- No heating or cooking is allowed under tents or canopies.
- When cooking, a metal trash can with a lid must be on-site and used to suffocate small flames.
- Minimum of **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all vendors cooking, or within tents/canopies.
- Cooking with **oil or grease** requires **ONE (1) Type K** fire extinguisher serviced in the last year.
- Fire permits **must** be current and on-site in possession of the vendor.
- Propane cylinders shall be staked and chained to prevent tipping.
- Propane cylinders shall be protected from traffic, both vehicles and pedestrians.
- Propane cylinders may not be changed out during event operating hours.
- Each vendor site permit is limited to a total of **300 pounds** of propane.

Tents & Canopies

- Permits are required for **tents over 200 square feet** or larger and **canopies over 400 square feet**.
- Tents and canopies must have a **certification of flame resistance** included in the permit application.
- **Site plan** showing distances to other structures, buildings, streets, alleys, and parking areas.
- A floor plan indicating all chairs, tables, stages, or other obstructions to exits. The location and widths of all exits and emergency exits should also be included.
- No heating or cooking is allowed under tents or canopies.
- No flammable/combustible liquid or propane shall be used or stored in a tent or canopy.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all tents and canopy use.

Temporary Heating

- A permit is required for all temporary heating.
- Types: Propane, diesel, electric, natural gas, or kerosine-powered
- For blow-in type heaters, include the **make/model** you are requesting to use including the type of fuel used for the heater and the size or propane cylinder or capacity of the fuel tank.
- Fuel is calculated and assessed separately.
- No refueling of heaters while the event is open to the public.
- Propane cylinders are to be secured away from the public and so they will not tip over.
- Mushroom heaters can obtain a temporary or annual permit.
- Mushroom heaters shall not be used under tents or canopies.

- Mushroom heaters shall not be within 10' of any opening in a building.
- Electric heaters should be UL-listed and equipped with a limit switch that de-energizes the heating element(s) if the unit is not in an upright position.
- No extension cords are allowed for electric heaters.

Generators

- Generators **over 5kW** require a fire permit.
- Generators may not be refueled while the event is open to the public.
- Please include the **make/model** of the generators you are requesting to use, as well as the **type of fuel** used in the generator and the **capacity of the fuel tank**.
- Fuel is calculated and assessed separately.

Parades with Floats

- Each ground and air float entry requires a fire permit.
- A float safety inspection is required for each ground float before the start of the event.
- Each float is **required** to have at least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year. (Even if a generator is not present)
- Each **generator over 5kW** requires a fire permit. The permit must include the make/model, fuel type, and tank capacity. A minimum 12" clearance from combustibles is required. Refueling the generator or storing extra fuel is not allowed.
- Riders must have a solid sitting arrangement with handholds readily available to them.
- With standing riders, a safety rail, barrier, or rope with a minimum **height of 42 "** must be secured to the outside of the float.
- Throwing of candy or other objects from a float is not allowed. Handing out items to spectators from walking parade participants is allowed.
- A current **Certificate of Insurance** (COI) is required for all parades with floats naming the City and County of Denver as the co-insured.

Pyrotechnics

- All indoor and outdoor pyrotechnics require a fire permit.
- For all indoor pyrotechnics, a demonstration is required before the start of the event.
- For outdoor displays, a scheduled load-in safety inspection is required.
- A safety pyrotechnic regulator from the Denver Fire Department is required to be present during all indoor and outdoor pyrotechnics.
- A current **Certificate of Insurance** (COI) is required for all pyrotechnics naming the City and County of Denver as co-insured or the facility it is shot within.
- A current Colorado Pyrotechnic Operator license is required for all pyrotechnic shoots.
- A site map listing locations and the type of product being used shall be provided. A minimum **15-foot separation** distance from the audience is required.
- A complete product list and all MSDS (SDS) product forms are required.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all pyrotechnics.
- **All Cold Spark Machine use requires a special event fire permit and falls under the same requirements listed above for pyrotechnics.**
- Cold spark machines 'Sparkulators' require a Class D fire extinguisher (for metal fires).
- Fog/Haze machines, while not pyrotechnics, require a fire permit. If any or all the fire alarm system is taken offline for the use of a fog machine, a firefighter stand-by is required for each event. (See specifics listed below.)

Flame Effects

- All flame effects require a fire permit.
- A **Certificate of Insurance** (COI) listing the flame effects being used and naming the City and County of Denver as co-insured is required.
- A **current Colorado Pyrotechnic Operator license is required** for all flame effects.
- A demonstration is required prior to the start of the event.
- A safety pyrotechnic regulator from Denver Fire is required to be present during the effects shoot.
- A site map of the flame effects is required, including setbacks from the audience and LPG location.
- Setlist (operation times obtained from the shooter)
- When using propane-fueled effects, **LPG must be 25 feet** from the effect, secured from the public, and ensured that cylinders would not tip over.
- No changing of LPG cylinders during the event is allowed.
- Safety barriers with a minimum of 15 feet separation from the audience are required (non-flammable barriers like cattle guards, bike racks, and metal fencing).
- Supporting pictures or video of the flame effect/art may be required for the permit, or a demonstration of the flame effect/art may be required prior to the event date.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all flame effects.

Fire Dancing/Fire Performances

- All fire dancing or fire performances require a fire permit.
- A **Certificate of Insurance** (COI) listing the fire performance being used and naming the City and County of Denver as co-insured is required.
- A site plan of the performance area listing all distances from other objects or nearby flammables, crowds, buildings, fuel storage areas, the number of performers, and safety personnel on site.
- Complete list and quantity of all fuels, props, or flammables used.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all fire performances. This extinguisher shall be staffed any time an open flame is present. (A wet towel may be used to extinguish flames in a controlled manner, but the other extinguishers must be present in an emergency).
- Precautions shall be taken to avoid spilling or dripping of any fuel or product.
- A spin-off area shall be away from the ignition source and people.
- There shall always be one assistant per fire dancer.
- Minimum 15' separation from the crowd shall be maintained.
- Supporting pictures or video of the performance/performers may be required for the permit or a demonstration of the performance may be required prior to the event date.
- Depending on the size or complexity of the performance, **ONE (1) firefighter may be required** to be present during the fire performance.

Fueled Vehicles Indoors

- All fueled vehicles displayed or operating indoors before an audience require a fire permit.
- Display vehicles shall have no more than **¼ tank** of fuel or **5 gallons max**.
- Display vehicles shall have their battery disconnected and require a load-in inspection by fire department personnel.
- Fueled display vehicles indoors will require at least **ONE (1) firefighter move-in inspection** at the cost of the show organizer.

Fog/Haze Machines

- **All fog or haze machine use requires a special event permit.**
- The permit can be obtained on an event-by-event basis or as an annual permit.
- Annual permits are limited to the same venue.
- Fog or haze machine permits obtained by a facility can be extended for use to performers, touring shows, or rotating events within the facility.
- If any or all the fire alarm panels must be taken offline, placed in test mode, or in any way compromised for the use of the fog/haze machine, a firefighter shall be present for the event.
- When the fire alarm system is disabled for fog/haze use, depending on the size of the facility or the number of attendees, more than one firefighter may need to be staffed to monitor the fire alarm panel and walk the facility.