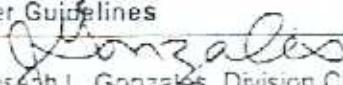


CITY AND COUNTY OF DENVER	POLICY	DENVER FIRE DEPARTMENT
Subject:	REQUIREMENTS FOR VENDORS AT OUTDOOR SPECIAL EVENTS	
Reference:	NFPA 2001 Edition, Uniform Fire Code, 1994, Denver Amendments; Uniform Building Code, 1997, Denver Guidelines	
Approved:	 Joseph L. Gonzales, Division Chief, Fire Prevention and Investigation Division	
Number: PA - 0002	Effective Date: November 15, 2002	Page 1 of 5

This guideline is meant to provide basic information for the most common conditions and situations. In any given occupancy, many other Fire Code requirements may be enforced. These will be addressed by the Fire Inspector during a premises inspection. Questions should be directed to the Fire Prevention Bureau from 6:30 am. to 8:00 am. and 4:00 pm. to 5:00 pm.

PLEASE READ THE FOLLOWING REQUIREMENTS, AND IF YOU HAVE ANY QUESTIONS CONCERNING SPECIAL EVENTS, THEY CAN BEST BE ANSWERED MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 6:30 AM TO 8:00 AM AND 4:00 PM TO 5:00 PM. THE NUMBER TO CALL IS (720) 913-3464; FAX NUMBER IS 720-913-3596.

PROPANE, NATURAL GAS, LIQUID AND SOLID FUEL FIRED EQUIPMENT  
GENERATORS - TENTS AND CANOPIES

I. PERMIT REQUIREMENTS

- A. Any participant in a special event, carnival, or public gathering that uses any of the above items, is required to have a SPECIAL EVENT PERMIT issued by the Fire Department.
- B. For the convenience of Vendors participating in organized special events, all Fire Department Special Event Permits for a particular event will be applied for by the organizer of that event. That means the Vendor does not have to come to the Fire Prevention Bureau to get a Permit.
- C. In order for you to participate in an event and have the correct Permits from the Fire Department, you, the Vendor must do the following:

You must: 1. Contact the organizers of the event(s) that you want to participate in. Explain to them what you want to do at their event (Example: Cook using propane, use a gasoline powered generator, use a tent or canopy, etc.) Make sure you are on their list of people needing Fire Department Permits.

You must: 2. Attend at least one of the special event Vendor meetings offered jointly by the Fire Department/Health Department. If you attend one of these meetings it will be the only one you will need to attend for the entire special event season of that year. You will not be required to attend a meeting for each event. (Event Organizer will know when and where.)

You must: 3. Read and understand the "Fire Department Requirements for Vendors at Special Events" handout.

You must: 4. For single event Vendors, fill out, sign, and return a Fire Department "Special Events Information Form" to the Event

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Organizer. (A "Special Events Information Form" is attached at the end of this handout.) The Permit will be for use at one event only.

- You must: 5. For multiple event Vendors, a yearly Permit may be obtained for your first event of the calendar year, fill out, sign and return a Fire Department "Special Events Information Form" to the Event Organizer. IF a yearly Permit has already been secured for an earlier event, a photocopy of the current Permit must be submitted to the Event Organizer.
- You must: 6. Pay the Permit Fee to the Event Organizer.

- D. See Table for Permit Fees (Carnivals and Fairs)
- E. Your Permit Fee should be paid by you to the Event Organizer. The Event Organizer will then submit all of the Permit Fees to the Fire Department at the same time. That means, you do not have to take your Permit Fees to the Fire Prevention Bureau Office. If you already have a yearly Permit from a previous event, please submit a photocopy of the Permit to the Event Organizer for forwarding to the Fire Prevention Bureau.
- F. Once the Event Organizer has received the necessary Permits they will distribute them to you. You will be responsible for having your Permit at your booth at the time of the event.
- G. An on-site approval inspection will be made by the Fire Prevention Bureau prior to the start of the event. If there are violations of the Permit requirements which cannot be immediately corrected, the Permit will be revoked and the booth will not be allowed to operate until corrections are made. Keep in mind our purpose is to insure public safety, yours, as well as everyone else.
- H. Those Vendors who use mobile food-carts, mobile trailers or catering trucks for cooking must contact the Fire Prevention Bureau to arrange for an inspection of their cooking unit prior to the event. The Permit procedure for these units is the same as for all other Vendors; however, an inspection prior to the event is mandalory. One inspection per year is all that is necessary.

## II. USE AND STORAGE OF GASEOUS FUEL, INCLUDING L.P. GAS (PROPANE)

- A. If cooking or heating units using this type of fuel are being used, a fire extinguisher of at least 2-A:10-B:C, the size that has been approved and tagged within the past 12 months is required to be on-site.
- B. These types of fuels shall be stored in approved and properly qualified containers. The manufacturer, date, serial number, capacity and other container information shall be clear and legible.
- C. The fuel lines shall be of an approved type and shall be of adequate length to allow the fuel gas to be placed a safe distance from sources of ignition and adjacent tents or booths.

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- D. Fuel cylinders shall not be changed during the time the public is in attendance at the event.
- E. Only cylinders that are hooked-up for use shall be allowed at each booth.
- F. Only the amount of fuel necessary for one day's use shall be permitted at each booth.
- G. All equipment shall have an American Gas Association (AGA) or some other approval for the type of fuel being used.
- H. All equipment, lines, regulators, cylinders, etc. shall be checked with a soap solution for leaks.
- I. All gas fired cooking or heating units with an open flame shall be set-up and used outside of and out from under any booth covering or canopy.

NOTE: Where ten (10) or more booths are using LPG (Propane), the Event Organizer shall obtain the services of one or more L.P. gas supplier to provide the following:

1. Approved LPG cylinders are being used in all booths.
2. Assurance that all equipment is approved for L.P. Gas use. (The choice of L.P. Gas suppliers is at the discretion of the Event Organizer.)

### III. SOLID FUELS, INCLUDING WOOD AND CHARCOAL

- A. If cooking or heating units using this type of fuel are being used, a fire extinguisher of at least 2-A:10-B:C, the size that has been approved and tagged within the past 12 months is required to be on-site.
- B. All cooking or heating equipment using wood or charcoal fuels shall be set up and used outside of and out from under any booth covering or canopy.
- C. A metal container that will hold water must be on-site for disposal of wood and charcoal ashes.
- D. Charcoal lighter fluid will only be allowed in the minimum amount container necessary. It shall be in the original container only and shall not be stored near sources of ignition.

### IV. LIQUID FUELS INCLUDING COLEMAN FLUID

- A. If cooking or heating units using this type of fuel are being used, a fire extinguisher of at least 2-A:10-B:C, the size that has been approved and tagged within the past 12 months is required to be on-site.
- B. Liquid fuel containers shall be Underwriters Laboratories, Inc. "U.L." listed, "Safety Containers" or the original container the fuel was packed in. "Jerry" cans and other non-approved containers shall not be allowed.
- C. Fuel containers shall not be stored near sources of ignition and only the minimum amount necessary will be allowed at each booth.
- D. Liquid fuels shall be used only for their intended purpose. Gasoline, Coleman Fuel, kerosene, diesel, etc., shall not be used for cleaning or for a fire starter.

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## V. GENERATORS

- A. At the site of each generator a fire extinguisher of at least 2-A:10-B:C, the size that has been approved and tagged within the past 12 months is required to be on-site.
- B. Generators shall be diesel powered.  
Exception:
  - 1) Limited small events: Gasoline generators will be permitted if the tank has sufficient fuel capacity to run the generator without refueling during the hours the event is open to the public.
  - 2) Or: a Denver Firefighter is hired to oversee the fuel storage and refueling operation. No refueling shall be conducted without a Firefighter present.
- C. Generators shall be refueled only during the hours that the event is not open to the public.
- D. Only approved\* U.L. listed safety containers shall be used.
- E. During refueling a person trained and approved\* by the Denver Fire Department shall be standing by with an adequate extinguisher.
- F. Generators shall not be placed inside any tent, canopy or building and shall be kept a safe distance from any combustible material, grandstands or exits.
- G. Extra fuel shall not be stored in tents or booths.
- H. Generators shall have approved\* security to prevent tampering.
- I. Kitty litter or some other approved\* absorbent shall be provided to absorb any spilled fuel.

NOTE: \*Approved: The term "approved" as used in this guideline shall mean approved by the Denver Fire Department Fire Prevention Bureau.

## VI. TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES

- A. A Fire Department Permit is required for each tent over 200 square feet and for canopies over 400 square feet.
- B. The minimum number and size of fire extinguishers that shall be provided in every tent, canopy and temporary membrane structure are as follows:
  - 1. 200 to 500 square feet of floor area: One 2-A:10-B:C
  - 2. 501 to 1,000 square feet of floor area: Two 2-A:10-B:C
  - 3. Each additional 2,000 square feet of floor area or fraction thereof: One 2-A:10-B:C
- C. A Certificate of Flame Resistance shall be provided to the Fire Prevention Bureau for each tent, canopy or temporary membrane structure for each event.
- D. A site plan showing the structure and distances to other structures, buildings, streets, alleys and parking areas shall be provided.
- E. A floor plan shall be provided showing all chairs, tables, stages or other obstructions to exits. Locations and widths of all exits should be indicated on the floor plan.

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- F. Smoking shall not be permitted in any tent, canopy, temporary membrane structure, or in any adjacent areas where hay, straw, sawdust or other combustible materials are stored or used unless approved by the Fire Prevention Bureau Chief. "No Smoking" signs shall be conspicuously posted.
- G. Heating and cooking equipment shall not be used in a tent, canopy or temporary membrane structure unless approved by the Fire Prevention Bureau.
- H. Flammable and combustible liquid and L.P. Gas shall not be used or stored in any tent, or under any canopy unless approved by the Fire Prevention Bureau.

VII. ON-SITE INSPECTION SUMMARY

- A. Before the start of each event, an inspector or inspectors from the Fire Prevention Bureau will inspect each booth that is required to have a Fire Department Permit.
- B. The inspector will be checking to insure the items outlined in this guideline are being handled and stored properly.
- C. The Fire Prevention inspector shall perform the inspection before the event begins to allow the Vendor to correct any violations before the public arrives.
- D. There are a few critical items to remember that are common to all booth inspections:
  - 1. Proper size extinguishers must be on-site.
  - 2. Cooking equipment must be outside of booth area and not under a canopy or tent.
  - 3. Cooking fuels must be stored and hooked up properly to cooking and heating equipment.
  - 4. Extension cords must be of an outdoor rated type and they must not be laying in an area where water might accumulate.
  - 5. If a deep-fat fryer is being used it shall have a metal lid to cover the hot oil in the event of rain.
  - 6. A non-combustible trash container with a lid should be provided in each booth.
  - 7. Vendors should have their Permits with them or posted in their booths at the time of the Fire Department inspection.

**REMEMBER: The goal is public safety!**

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END OF DOCUMENT

Denver Fire Department  
Special Events Permit Table - A  
February 1, 2003

Leo DeVigil, Technician • 720-913-3464

Permit Type	Description	Permit Fee
6	Burning in Public Places	\$ 50.00
7	Candles and Open Flames in Assembly Area < One-pound bottles of propane or butane	25.00 (One time) 125.00 (Annual)
41	Canopies > 400 sq. ft. < 2,000 sq. ft.	50.00
41.1	Canopies > 2,000 sq. ft. < 10,000 sq. ft.	100.00
41.2	Canopies > 10,000 sq. ft.	200.00
42	Tents > 200 sq. ft. < 1000 sq. ft.	75.00
42.1	Tents > 1000 sq. ft. < 5000sq. ft.	100.00
42.2	Tents > 5000 sq. ft.	200.00
44	Carnivals and Fairs - Single Event	50.00
	Each Additional Item	12.50
44.4	Carnivals and Fairs - Annual Permit	150.00
<p>Note: Vendors must have individual permits at booths. Events with six (6) or more permit items require Fire Department inspection. Cost paid by event (See 14.5 below)</p>		
<p>Note: Three (3) hour minimum weekdays/Four (4) hour minimum weekends for after-hours</p>		
14.5	Fire Department Inspector	60.00/hr