



Clovis Fire Department

Standard # 4.2

OUTDOOR SPECIAL EVENTS

Scope

This standard shall be followed for any outdoor events the Fire Marshal deems appropriate such as street fairs, parades, and carnivals.

Operational Permit

All outdoor special events will require an approved “operational permit” from the fire department prior to the event. The permit includes plan review and one inspection. If additional inspections are required, fees for the inspections shall be paid prior to the opening of the event. Please fill out the attached application and submit it with your other documents and a check for \$215 made out to the “City of Clovis”. Please mail or deliver your paperwork to:

Fire Marshal, Clovis Fire Department
1233 Fifth Street
Clovis, CA 93612

An additional charge of \$66 will be applied if there is a need for an additional inspection. The Inspector will inform you of the accrual of additional charges if the need arises.

Special Event Site Plan

1. Submit either a scaled and dimensioned site plan or a site plan with an aerial photo such as Google Maps with dimensions including the following:
 - a. Fire department access.
 - b. Any street or access closures.
 - c. Tents, booth and other display locations.

Emergency Access

1. Maintain a minimum 20 foot drive width by 13’ 6” height for emergency access.
2. City alleys shall not be blocked.
3. Fire hydrants shall have a three foot (3’) clearance around all sides with the side(s) facing the street totally unobstructed.

Cooking

1. All tents and canopies shall be fire treated, meeting California State Fire Marshal standards.
2. A fire extinguisher (2A-10BC minimum) shall be placed in the booth or area being used. All extinguishers must have a State Fire Marshal tag dated within the last 12 months.
3. A class "K" fire extinguisher is required when cooking with oils greater than 1" in depth. This is in addition to the extinguisher listed in #2. All extinguishers must have a State Fire Marshal tag dated within the last 12 months.
4. Cooking appliances shall not be accessible to the general public. The area shall be roped off, or the cooking appliances placed behind tables or in booths.
5. No cooking or open-flame allowed within ten feet (10') to any building or structure.
6. All propane tanks shall be secured and all hoses supplying the cooking equipment shall be checked for leaks prior to any cooking taking place. Any leaks found in hoses by the Fire Department will result in the immediate closure of the cooking area.
7. All fuels used for generators and cooking appliance shall be stored in the original containers or approved safety containers. All fuels shall be stored away from heat sources.

Outdoor Beer Gardens

1. A site plan for the beer garden shall be included with the event site plan and also include the following: exits, stages, tables, chairs, and the fence line.
2. The Clovis Fire Department will calculate the maximum occupant load. A maximum occupancy sign shall be posted at the entrance.
3. If a generator is present, a 2A10BC fire extinguisher shall be located in the vicinity.

Miscellaneous Safety Requirements

1. Fireworks of any kind are not allowed to be used, stored, handled, or sold at any parade/street fair event. This includes all brands of snap caps, safe and sane fireworks.
2. All compressed gas cylinders shall be secured against being knocked over in the upright position.
3. Maintain all combustibles such as paper, cloth, or wood, away from open-flame devices.

4. Approved electrical cords shall be utilized. The electrical cord rating shall meet or exceed the amp or wattage current of the appliance being served. Electrical cords shall not be placed in areas where damage can occur, or where they become a tripping hazard.
5. For tents having a floor area greater than 400 square feet or canopies in excess of 700 square feet, Clovis Fire Department Standard # 4.1 shall be followed.

Any violation of the above rules will result in enforcement actions being taken and could result in the closure of your business in the City of Clovis.

**CLOVIS FIRE DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION**

Event Information

Event Name: _____

Description of Event: _____

Location of Event: _____

Date and Time of Event: _____

Contact Information

Event Sponsor: _____

Event Contact Person: _____

Phone(s): _____

Email: _____

I agree to meet the requirements of CFD Standard # 4.2 and provide a site plan, floor plan and written emergency procedures.

Applicant Signature: _____

Print Name: _____

Title of Applicant: _____ Date of Application: _____

**For Office Use Only (\$215 base fee for ½ hour Plan Review and One (1) Inspection)*

Received \$ _____ for Operational Permit (62000-42604)

Application Received By: _____ Date: _____

Application: **Approved / Denied**

By: _____ Date: _____