



SAN DIEGO FIRE-RESCUE

COMMUNITY RISK REDUCTION DIVISION

GUIDELINE TITLE	GUIDELINE NUMBER
OUTDOOR FESTIVALS/SPECIAL EVENTS	E-1.1

I. PURPOSE

The purpose of these guidelines is to familiarize event promoters, sponsors, and vendors with information about outdoor festivals/special events and general fire safety regulations that are enforced by the Fire-Rescue Department's Community Risk Reduction Division (CRRD). The Department is committed to promoting public safety and assisting all parties involved to provide a level of service that will insure a safe and successful event.

A team is a group of people working together toward a common goal. How well the team performs depends not only on the willingness and effort of the individual participants (Event Sponsor, Special Events personnel, and Vendors), but also upon their understanding of their responsibilities.

II. EVENT SPONSOR'S RESPONSIBILITIES

- A. In addition to the permit required by the Fire Department, the event sponsor shall secure permits from any other City department as needed to host the Outdoor Special Event. A Special Event Permit Application from the City of San Diego may be required, as well as a permit from the Police Department, Parks and Recreation, or any other City department.
- B. The event sponsor shall submit to the Fire Department a permit application for the special event which is being planned.

Permit Application Process:

- 1. Complete the [Application for a Single Event Permit](#).
- 2. The completed application shall be emailed to sdfdevents@sandiego.gov. Applications shall be submitted no later than two weeks (10 business days) prior to the event.
- 3. A site plan shall be submitted with the permit application. The site plan shall include:
 - a. the name of all streets or areas that are part of the outdoor special event;
 - b. the locations of the fire department emergency access lanes (20-foot minimum width);
 - c. the location of stages, non-food booths, food booths and cooking areas;
 - d. a detail or close-up of the food booth and cooking area configuration;
 - e. booth identification signs or numbers of all vendors cooking with flammable gases or BBQ grills; and
 - f. the location of tents.
- 4. In addition to the site plan, tent plans shall be submitted which include:
 - a. the layout of the inside venue (i.e. seating and table arrangement) and
 - b. exit locations for outdoor special events that are fenced.



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- C. The event sponsor shall supply each vendor with any information required for loading in and loading out of the special event.
- D. The event sponsor shall distribute to each vendor who is cooking a copy of the handout [Portable Cooking at Special Events](#).
- E. The event sponsor shall seek clarification of any of these responsibilities from Special Events personnel.

III. SPECIAL EVENTS PERSONNEL RESPONSIBILITY

- A. Special Events personnel will contact the permittee if there are any additional questions or concerns and will schedule an inspection.
- B. When the application and site plan have been approved, the approved and signed permit application will be emailed to the permittee.
- C. A copy of the [Portable Cooking at Special Events](#) handout will be provided to the event sponsor for distribution to the vendors.
- D. When it is deemed necessary for the safeguarding of life and property from fire, explosion, panic, or other hazardous conditions which may arise at the outdoor special event, a Standby Fire Safety Officer(s) may be required to be present before and during the event.

IV. VENDOR'S RESPONSIBILITIES

- A. Vendors shall coordinate with the event sponsor rules for loading in and loading out of the event.
- B. The fire lanes shall be kept clear at all times after the allotted time given.
- C. Food vendors shall familiarize themselves with the regulations contained in the [Portable Cooking at Special Events](#) handout.
- D. Vendors shall comply with all fire safety requirements at all times while participating in outdoor special events.
- E. Vendors shall be ready for a fire inspection on the morning of the event or at any time throughout the day.

V. STANDBY FEES

There shall be an hourly fee for the services of each Standby Fire Safety Officer. The hourly fee will be based on the current fee schedule.