



**Events, Exhibitions, Trade Shows,  
Fairs, & Carnivals  
Operational Permit Application**

**SUBMIT PLANS & APPLICATION TO: [firemarshal@pagosafire.com](mailto:firemarshal@pagosafire.com)**

**Allow 21 days for review after a complete submittal**

**Date** \_\_\_\_\_

An Operational Permit is required for Events, Exhibitions, Trade Shows, Fairs & Carnivals per sections 105.6 and 105.6.5 of the 2015 International Fire Code.

**\*Fire inspections are required before operating, minimum 48-hour notice required for all fire inspections\***

**Event Date(s)** \_\_\_\_\_

**Time(s)** \_\_\_\_\_

**Project Details**

**Project/Site Name** \_\_\_\_\_

**Number of Attendees** \_\_\_\_\_

**Physical Address of Event** \_\_\_\_\_

**Responsible Party (on-site)** \_\_\_\_\_

**On-Site Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Submittal Requirements:**

- Electronic PDF of plans submitted to [pfdfiremarshal@pagosafire.com](mailto:pfdfiremarshal@pagosafire.com)
  - Indicate exhibitor/vendor location layout for event. Provide detailed exhibitor vendor list names and use of space.
- Food Vending / Food Trucks
  - Include names and contact information of truck operator.
- Tents / Canopies
  - Separate submittal for larger than 700 square feet.
- Number of Rides (if applicable)
- Crowd Manager Training Certificates
  - Indoor Events 500+ People
  - Outdoor Events 1000+ People
  - Training shall be completed and attained through the National Association of State Fire Marshals Crowd Manager Program or equivalent as approved by the fire code official.
  - <https://www.firemarshals.org/Crowd-Manager-Training>
- Checks need to be payable to Pagosa Fire Protection District

**Items to Include in Event Layout:**

- Means of Egress
- Location of widths of exits and aisles
- Seating arrangements
- Location of exit signs
- Total square footage of spaces
- Location and arrangement of all booths and cooking equipment
- Location of all fire protection equipment
- The type and location of any heating or electrical equipment
- Location of any covered or multiple-level booths
- Construction drawings of any covered or multiple-level booths
- The storage locations and quantities of any highly combustible goods
- The location and type of any vehicle displays
- The location, type, and quantity of hazardous material
  - LPG/propane is limited indoors to 12 pounds or less of water capacity.
  - Where more than one LPG/propane is present, they shall be separated by a minimum of 10 feet.
- Fire safety and evacuation plan
- Expected number of event attendees and staff

**Pagosa Fire Protection District Use ONLY:**

**Permit Number Issued:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Date Fee Received (if applicable):** \_\_\_\_\_ **Amount Received \$:** \_\_\_\_\_

**Plan Examiner:** \_\_\_\_\_



# Pagosa Fire Protection District



165 N. Pagosa Blvd. Pagosa Springs, Colorado, 81147 970-731-4191 Fax: 970-731-4194

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## Indoor Special Events – Existing Buildings

### Crowd Managers Training Certificates – (Anticipated Attendees of 500 or more)

- Training shall be completed and attained through the National Association of State Fire Marshals Crowd Manager Program or equivalent as approved by the fire code official.
- One Certified Crowd Manager for every 250 attendees.
- <https://crowdmanagers.com/>

### Occupant Load and Egress

- Spaces with one exit shall have an occupant load no larger than 49 per the 2015 International Fire Code Section 1006.2.1 and Table 1006.2.1.
- Occupancy 50 or greater please review with fire official.

### Non-Combustible Decorations

- Curtains/drapery must meet NFPA 701 and shall not exceed 10% of specific wall or ceiling area per the 2015 International Fire Code Section 807.2.
- Natural cut trees are PROHIBITED per the 2015 International Fire Code Section 806.1.1

### Open Flame and Cooking

- Open flame, fire and burning on all premises shall be in accordance with the 2015 International Fire Code Section 308.
- Cooking and open-flame devices contact Fire Marshal.



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## Electrical Connections

- Electrical cords MUST be protected for environmental and physical hazards, from tripping hazards, and protected per the 2015 International Fire Code Section 605.5.
- Abatement of electrical hazards shall be identified if modified or damaged. Equipment and fixtures shall be listed by an approved agency and installed and maintained in accordance per the 2015 International Fire Code Section 605.1 and 605.7

## Temporary Chairs and Seating

- 200 chairs or more require 12-inches of spacing from the front seat of the chair to the back of the next chair and securely fastened in groups of not less than three per the 2015 International Fire Code Section 1029.14
- Tables and chairs must maintain a 12-inch aisle from the backs of chairs when positioned in a fashion that the seats are in use for exiting in case of emergency.

## Stages / Risers

- A means of egress shall be free from obstructions that would prevent its use per the 2015 International Fire Code Section 1031.3.

## Displays and Storage of Hazardous and Combustible Materials

- Contact PFPD regarding vehicles in indoor trade shows and exhibition areas.



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## Outdoor Events

### **Crowd Managers Training Certificates (1000 attendees or more)**

- Training shall be completed and attained through the National Association of State Fire Marshals Crowd Manager Program or equivalent as approved by the fire code official.
- One Certified Crowd Manager is required for every 250 attendees.
- <https://crowdmanagers.com/>

### **Portable Tent/Canopy/EZ-UP less than a total of 700 square feet of one or more clustered tents:**

- Weighting of each tent or canopy is required: 10X10 tents need 40-LB weights; larger than 10X10 tents need 80LB weights. Weights shall be attached to each corner of the tent or canopy. Structures and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.  
*Water weights are prohibited.*
- A fire break of 12 feet between tents and buildings is required.
- No smoking under the tent or canopy, signs shall be posted per the 2015 International Fire Code Section 3104.6
- No cooking under the tent or canopy. Sterno warming units used in a properly suspended device are acceptable and MUST be kept 10 feet from the exit of a walled tent or canopy per the 2015 International Fire Code Section 3104.15.4
- No open flame under the tent or canopy or within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official per the 2015 International Fire Code Section 3104.7
- Fire extinguishers should be within a 75-foot travel distance to the tent or canopy.
- Portable heaters are restricted (see additional provided documents).



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- Hay, straw, shavings, or similar combustible materials are prohibited (there are some exceptions) per the 2015 International Fire Code Section 3104.5

## **Generators and Electrical Cords**

- Generators – must be installed not less than 10 feet from combustibles and isolated by a physical guard/fence or enclosure not less than 3 feet away from internal combustion power sources per the 2015 International Fire Code Section 3104.19
- Electrical cords MUST be protected for environmental and physical hazards, from tripping hazards, and protected per the 2015 International Fire Code Section 605.5.
- Electrical cords MUST be outdoor rated.

## **Temporary Chairs and Seating**

- 200 chairs or more require 12-inches of spacing from the front seat of the chair to the back of the next chair and securely fastened in groups of not less than three per the 2015 International Fire Code Section 1029.14
- Tables and chairs must maintain a 12-inch aisle from the backs of chairs when positioned in a fashion that the seats are in use for exiting in case of emergency.

## **Food Preparation**

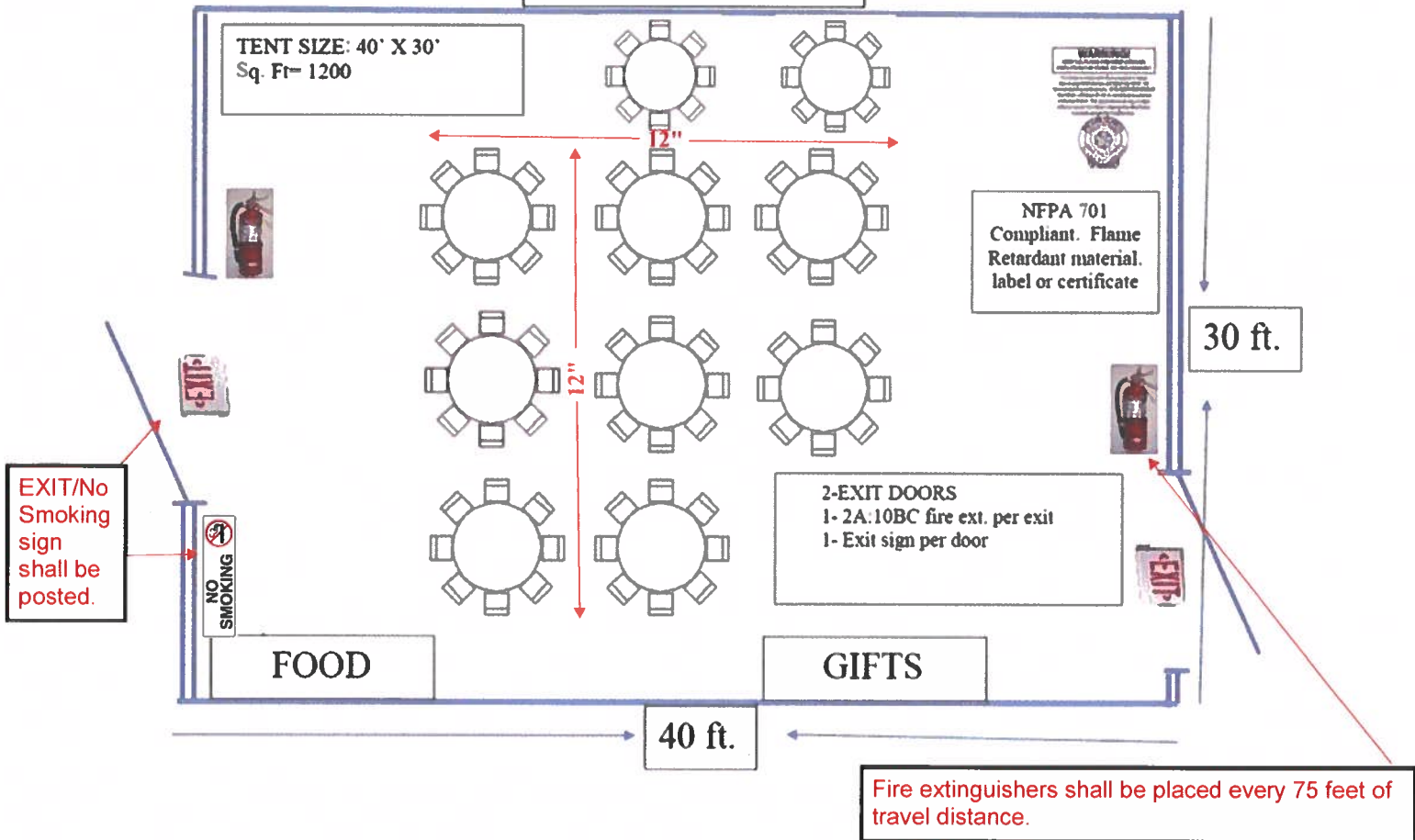
- LP-Tanks MUST have 10 feet of clearance to combustibles.
- Tanks MUST be secured to avoid tipping/tripping hazards.
- No more than 200LBS of LPG can be stored on site at any time.

## **Mobile Food Vehicles**

- All mobile food vehicles MUST have a current inspection from Pagosa Fire Protection District.

Tables and chairs beneath the Shade tent, maintain 12" aisle from the backs of chairs when positioned in a fashion that the seats are in use for exiting in case of emergency

### ASSEMBLY TENT



200+ seats placed in an assembly setting need to be securely fastened together in groups of three to prevent significant hazard when tipped over and removed easily for emergency access. Allow 12" from seat back to front of back seat.

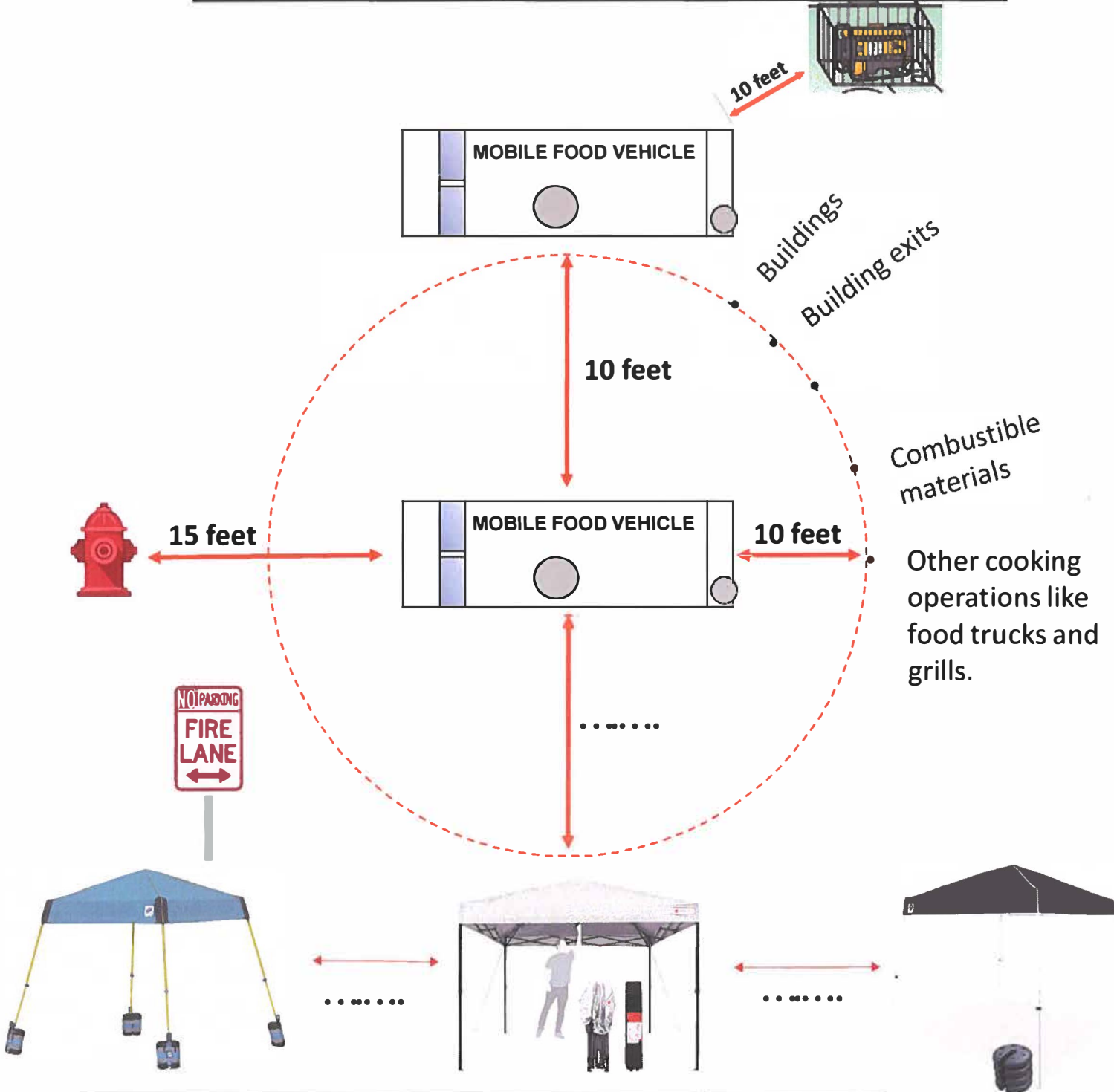




<https://fmac-co.wildapricot.org/>  
[secretaryfmac@gmail.com](mailto:secretaryfmac@gmail.com)



Generators – installed not less than 10 feet from combustibles and isolated by physical guard/fence or enclosure not less than 3 feet away from internal combustion power source. IFC 3106.6.2



An unobstructed fire break passageway of not less than 12 ft wide and free from guy ropes or other obstructions shall be maintained on all sides of tent(s)/structures. IFC 3103.8.6

Structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapse. IFC 3103.9



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## Outdoor Portable Heaters

The use of outdoor portable heaters shall be in accordance with the requirements of the 2015 International Fire Code.

### Prohibited Locations (603.4.2.1.1 – 603.4.2.1.4)

- Inside a building and connected to a gas container.
- Inside tents, canopies, or membrane structures.
- On balconies, decks, under any type of combustible overhang.

### Installation and Operation (603.4.2.2 – 603.4.2.3)

- Follow listing and manufacturer's instructions for installation.
- Appliances should have a tip-over switch that shuts off gas flow when appliance is tilted more than 15 degrees from vertical.
- The heating element should be guarded against contact by people or any material.
- The maximum container size for appliances is 20LBS.
- Fuel containers for appliances shall not be stored inside buildings.
- Multiple fuel gas containers shall be restrained and away from building openings.
- Must have 5 feet of clearance from buildings, exits, and combustible materials, including sunshades and awnings.