



## FIRE PREVENTION CONSTRUCTION STANDARDS SPECIAL EVENTS REQUIREMENTS

Standard Number: FPCS-1013

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Code Section: 2025 California Fire Code

### **PURPOSE AND SCOPE**

1013.1 The purpose of this document is to provide event planners, coordinators, organizers, owners, lessees, and/or vendors with the necessary information to ensure that special events are in conformance with California State law and the requirements of the Cosumnes Fire Department.

### **APPLICATION**

1013.2 Definitions

- a. **Assembly Occupancy** - For the purpose of this document, a place of assembly is defined as a circus, carnival, festival, special event, tent show, theater, skating rink, dance hall, wedding, or other place where more than 50 persons gather for any purpose.
- b. **Open Flames** - Torches, candles, and other devices using a flame (fire) for decorative purposes.
- c. **Open-flame cooking Devices** - range-style burners, fuel-fired woks, gas grills, gas-fueled food warmers, solid-fuel fires, etc.
- d. **Solid Cooking Fuel** - Any solid, organic, consumable fuel such as briquettes, mesquite, hardwood, or charcoal.
- e. **Solid Fuel Cooking Apparatus** - Includes but is not limited to non-gas barbeques, smokers (including barrel style), or open campfire-style cooking of any size.
- f. **Approved Venue** – a facility/location that has a current, valid CFD Operational Permit.

1013.3 **Special Event Workflow**



- a. All organizers (“Customer”) of special events shall:
  - Complete an online application at least 90 days prior to the event.
  - Request and participate in a pre-event Zoom or in-person meeting with the Cosumnes Fire Department (CFD) at least 60 days prior to the event.
  - Be assigned a special events category by the CFD.
  - If assigned Category 1-3, pay the required fees (current fees can be found in the District’s Book of Fees), and upload the required documents (see Table A below).
  - If applicable, request an inspection.
- b. Pre-event meeting with CFD Staff.
  1. The customer shall provide the CFD with event information to include, but not limited to:
    - Name of event.
    - Event location and address.
    - Event date(s) and time(s) and if the event will be recurring.
    - Event description – activities, use of tents, stages, road closures, cooking, open flames, tables and chairs, food trucks, carnival rides, expected attendance, ages of attendees, fencing, and parking.
  2. CFD staff will determine the Special Events Category (see Table A below).
  3. CFD will review the required documentation needed for the event [2025 CFC 3103.5]. Possible documents could include a site plan, emergency plan, crowd management plan, and medical & safety plan.
    - A detailed site plan, floor plan, table layout, submittal application, and certificate of flame resistance (for tents) shall be submitted to the Fire Department through the online portal (<https://cosumnes.my.site.com/s/>) **no less than 90 days** before the event date.
    - The site plan shall indicate the location of parking, fire lanes, street barriers, stages, generators, location and type of fire extinguishers, and tents ([see FPCS-1027 Temporary Use of Tents](#) for specific requirements for tents). For more information regarding the submittal process, please see our website at:



<https://www.cosumnescsd.gov/303/Plan-Review-and-Inspections> .

c. Special Event Category (Matrix)

Table A: Special Event Category Matrix

* Fees set by Book of Fees				
Category	Description	Requirements	Types of Events	Fee
Special Event Category 0	No Plan Review	1. Venue* must have a valid Operational Permit issued by the CFD. 2. Event Planner to participate in a pre-event Zoom call with CFD. 3. Less than 1,000 expected attendees.	1. Events with NO COOKING (except approved food trucks), no open flames, no fireworks, etc. 2. Car Shows 3. Food truck events 4. Runs, walks, and other outdoor athletic events at approved venues.	\$ -
Special Event Category 1	Plan Review Only No Inspection	1. Venue* must have a valid Operational Permit issued by the CFD 2. Event Planner to participate in a pre-event Zoom call with CFD 3. Event Director to collect the required Vendor Acknowledgement from each vendor, and keep on file. 4. Fees to be paid at time of "Application"/Zoom Call 5. Site Plan required to be uploaded	1. Multiple tents with no tent exceeding 400 square feet. 2. Outdoor fairs and festivals. 3. Approved food trucks permitted (no other cooking).	\$ 260.00
Special Event Category 2	Plan Review Inspection during regular business hours	1. Event Planner to participate in a pre-event Zoom call with CFD 2. Event Director to collect the required Vendor Acknowledgement from each vendor, and keep on file. 3. Fees to be paid at time of "Application"/Zoom Call 4. Site Plan required to be uploaded to the customer portal at application. 5. Inspection required.	1. Multiple tents with no tent exceeding 400 square feet. 2. Tents exceeding 400 square feet 3. Cooking (not under tents) and approved food trucks. 3. Event may include stage(s), street closure(s), use of generator(s), areas that are fenced in, etc. 4. Inspection performed during regular business hours.	\$ 731.00
Special Event Category 3	Plan Review Inspection outside of regular business hours	1. Event Planner to participate in a pre-event Zoom call with CFD 2. Event Director to collect the required Vendor Acknowledgement from each vendor, and keep on file. 3. Fees to be paid at time of "Application"/Zoom Call 4. Site Plan required to be uploaded to the customer portal at application. 5. Inspection required.	1. Multiple tents with no tent exceeding 400 square feet. 2. Tents exceeding 400 square feet 3. Cooking (not under tents) and approved food trucks. 3. Event may include stage(s), street closure(s), use of generator(s), areas that are fenced in, etc. 4. Inspection performed after hours or weekends.	\$ 1,030.00

\* Venues may seek an annual approval by applying for an operational permit. Contact 916-405-7100 for more information.  
[List of Approved Venues](#)

- d. For Special Event Categories 1-3, customers will be required to meet (via Teams/Zoom) with the Special Events Coordinator from CFD prior to applying for a special events permit through the online portal, pay applicable fees, and upload appropriate documentation.
- e. Customers may pay applicable fees online by debit/credit card or by check at the time of application. Incomplete applications or applications with unpaid fees are considered not received.



g. Inspections [2025 CFC 3103.6]

An inspection is not required for special events in category 0 or 1.

For special event categories 2 and 3, the CFD will conduct an inspection to determine compliance with special event requirements. If fire and life safety violations are found, the customer will be given one opportunity to comply. Failure to adhere to requirements may result in the closure of the respective operation.

The customer is responsible for ensuring vendors are aware of all regulations.

Inspections will be scheduled prior to the start of the event.

#### 1013.4 Requirements

a. Combustible Materials for Assembly Occupancies [CCR, Title 19, Division 1]

No person shall use or display any combustible decorations such as hay, straw, shavings, dry vegetation, and large dimensions of fabric, for example, curtains, tablecloths, and other decorations or visual effects, or any other hazard, without first treating said material with a State Fire Marshal-approved fire-retardant chemical.

All treated materials shall have proof of treatment affixed to it in accordance with the State Fire Marshal's regulations. A 3" x 3" sample of the decorative fabric shall be submitted to the Cosumnes Fire Department at least 72 hours in advance and accompanied by a Certificate of Flame Resistance.

**Exception:** Materials necessary for the daily feeding and care of animals.

b. Fire Protection [CCR, Title 19, Division 1, 2025 CFC 3105.8]

Portable fire extinguishers shall be located in conspicuous areas where they are readily accessible and immediately available for use along normal paths of travel.

Portable fire extinguishers shall not be obstructed or obscured from view and shall be provided with a locating sign when deemed necessary by the Authority Having Jurisdiction.

At least one Class 10BC fire extinguisher shall be provided with each generator or transformer.



- c. Fire Protection for Cooking [CCR, Title 19, Division 1]: A K-rated fire extinguisher shall be provided for all cooking applications utilizing grease or combustible cooking media (vegetable or animal oils or fats).
- d. Crowd Managers [2025 CFC 3108.16.2]: There shall be trained crowd managers or crowd supervisors at a ratio of one crowd manager/supervisor for every 250 occupants.
- e. Abatement of Fire and Panic Hazards [CCR, Title 19, Division 1]: Any condition that presents a fire hazard, contributes to the rapid spread of fire, interferes with the rapid exit of persons from tents, or interferes with or delays the extinguishment of a fire shall be immediately corrected as ordered by the enforcing authority.
- f. Fire Apparatus Access Roads [2025 CFC 503]:

All roadways shall always remain clear and unobstructed for emergency equipment. Vehicles shall be parked in designated parking areas only.

All fire lanes shall be a minimum of 20 feet wide, have an all-weather surface capable of supporting fire apparatus, and shall be marked NO PARKING FIRE LANE in accordance with the California Fire Code.

Gates and barriers shall be approved by the fire department prior to installation.

All fire hydrants and other fire-related equipment shall always remain unobstructed and visible.

- g. Heating and Cooking Equipment [2025 CFC 3108.12 & CCR, Title 19, Division 1 & CFD]

1. See [FPCS 1027- Temporary Use](#) of Tents for more information regarding the use of tents at special events.
2. Electrical heating and cooking equipment shall comply with the California Electrical Code.
3. Open flames or other devices emitting flames, fire, heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device, or any other unapproved devices shall not be permitted inside or located within 20 feet of a tent while open to the public unless approved by the fire code official.



4. Heating and cooking equipment shall not be located within 10 feet of exits or combustible materials.
5. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent.
6. Solid flammables, butane, or other similar devices that do not pose an ignition hazard shall be approved for cooking demonstrations and food warming. Solid fuel cooking shall be isolated from contact with the public by physical guards, fencing, or enclosures.
7. The fire code official shall approve electrical heating and cooking equipment.
8. All commercial cooking equipment located inside of a trailer or fully enclosed constructed booth made of permanent materials shall be provided with an approved automatic fire extinguishing system that is UL 300 compliant, bearing an approved service label as certified by the CSFM.
9. All barbecue cooking shall be conducted only outside of tents. Gas-fired barbecue shall be placed at least 20 feet from any structure, overhang, or fabric.
10. Solid fuel cooking shall be a minimum of 20 feet from any structure, overhang, or fabric.
11. No combustible or flammable liquids shall be heated directly on any heater or cooking appliance. Substances such as candle wax shall be melted in boiling water (double boiler) containers to keep the wax from reaching its ignition temperature.
12. All deep fryers and other cooking appliances (e.g., pots, pans, woks, etc.) with a capacity of one (1) gallon (4 quarts) of cooking oil or more shall be kept outside tents, trailers, or the like and placed a minimum of 20 feet away, or shall be located under a commercial kitchen hood provided with a UL 300 compliant fire extinguishing system bearing an approved service label as certified by the CSFM.

h. Electrical [2025 CFC 3106.4 & California Electrical Code (CEC)]: Electrical equipment and installations shall comply with the California Electrical Code.

1. Some temporary lighting may require an electrical permit. Contact the City of Elk Grove Building Department for requirements. Before an extension cord can be used with a portable appliance, all the following must be met:
  - i. Extension cords shall be plugged directly into an approved receptacle.



- ii. Extension cords shall serve only one appliance or fixture.
- iii. Extension cords shall not exceed 75 feet long and be no smaller than 16-gauge wire.
- iv. The cord's current capacity shall be at least equal to the appliance or fixture's rated capacity.
- v. The extension cord is maintained and is in good repair, without splices, deterioration, or damage.
- vi. The extension cord shall be of the grounded type when servicing grounded appliances or fixtures.
- vii. If an extension cord must cross a traffic area, an approved traffic pad shall be used. (All extension cords shall be secured to prevent a tripping hazard).
- viii. Extension cords shall not be connected in series.
- i. Internal Combustion Power Sources – Generators and Similar Equipment [2025 CFC 3108.15]: Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet. They shall be isolated from contact with the public by fencing, enclosure, or other approved means. All tripping hazards shall be secured.
- j. Display of Motor Vehicles [2025 CFC 3108.14]: Batteries shall be disconnected appropriately. Vehicles shall not be fueled or defueled within a tent. Fuel tanks shall not exceed one-quarter of the tank capacity or 5 gallons, whichever is less. Fuel systems shall be inspected for leaks and fuel tank openings shall be sealed to prevent the escape of vapors.
- k. Seating Arrangements [2025 CFC 3103.10]:

Where chairs and/or tables are used, the arrangement shall provide aisles 44" wide where obstructions are placed on both sides.

With standard row seating, the spacing of chairs shall provide a space of not less than 12" from the back of one chair to the front of the most forward projection of the chair immediately behind. The rows of chairs shall be spaced not less than 33" back-to-back.

There shall be no more than 14 seats in any row of seats with aisles at each end. All loose seats, folding chairs, or similar seating facilities not fixed to the floor shall be bonded together in groups of not less than three.

**Exception:** When not more than 200 seats, chairs, or facilities are provided, bonding may be deleted. [CCR Title 19 Division 1]



- I. Aisles [2025 CFC 3103.11.5]: The width of aisles without fixed seating shall be a minimum of 44 inches in seating areas and be progressively increased to provide not less than one foot of aisle width for every 50 persons served by the aisle. The arrangement of aisles shall be subject to approval by the fire code official.
- m. Parking of Vehicles [CCR, Title 19, Division 1]: Vehicles necessary to the operation of the establishment and parked on a public street shall be parked at least 20 feet from any tent. No other vehicles shall be parked less than 100 feet from any tent.
- n. Stage Canopies [2025 CFC 3105]: Temporary stage canopies shall comply with the 2025 CFC.

## **REFERENCES**

- 1013.5 2025 California Fire Code
- 1013.6 California Code of Regulations Title 19, Division 1 (CCR)
- 1013.7 California Building Code (CBC)
- 1013.8 Underwriters Laboratories (UL)
- 1013.9 American Gas Association (AGA)
- 1013.10 California Electrical Code (CEC)



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## EXHIBIT A

### Requirements Checklist

- Timeline
  - 60-90 days prior to event:
    - Participate in a conference call with the Cosumnes Fire Department, Fire Prevention Division special events coordinator.
    - Submit online application, upload site plan, and pay applicable fees (see District Book of Fees for current pricing).
  - 30-60 days prior to event:
    - Upload any additional required documents.
  - 14-30 days prior to event: Collect Vendor Acknowledgement Forms from all participating vendors.
- Contact Info for (Name, Address, Phone, and Email)
  - Organizer
  - Coordinator
  - Property Owner
- Details of the On-Site Event
  - Date and Time of Set Up
  - Date and Time of Event
  - Expected Number of Attendees and Age Range
- Copy of the following plans (have onsite for inspection)
  - Site Plan: event entrances, exits, fire department access lanes, layout of all vendors, layout of all rides, layout of cooking, all access gates, all storage areas, all tents, layout of stages, bleachers, or grandstands, location of portable toilets, temporary structures, exit signs water supply (fire hydrants, tanks), first aid stations, and street closures.
    - Location and number of gates, and dimensions (in feet or inches)
  - Security Plan
  - Emergency Plan
  - Medical and Safety Plan
- Identify
  - LP gas on site
    - Number of cylinders and volume
  - Cooking on site
  - Food Trucks on site
- Fire Department Permit
- Trained crowd managers/standby personnel if required
- Fire extinguisher:
  - Type 2A-10BC is located at exits and is readily accessible
  - Type K-rated fire extinguisher for all deep fat frying and other oil cooking
  - Each was serviced within the last year
- Adequate exits and aisle ways
- Physical guards, fencing, or enclosures around generators and solid fuel cooking



- Cylinders are stored in an upright position and secured to prevent accidental tipping
- Electrical permit for temporary lighting, if required by the City of Elk Grove
- Tripping hazard prevention
- Good housekeeping
- Fire lanes are clear and marked
- Parking is 20 to 100 feet from the tent structure
- No fireworks unless applied for, approved by, and permitted by the Cosumnes Fire Department

#### **END OF CHECKLIST**