



## **BURNEY FIRE PROTECTION DISTRICT**

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Dear Event Promoter,

Thank you for notifying us of your event. We are always happy to help in making your event as successful as we possibly can.

Recently, we have reviewed and updated our policies and procedures related to special events. We feel it is very important that special events do not impact normal response times or emergency services to any incident within our jurisdiction.

All events are required to ***submit a completed application form and a site plan*** describing the event activities, timelines, and any temporary facilities proposed. Large events may also require state-mandated inspections of temporary facilities such as tents, stages, and structures.

Your Site Plan should include the following information:

- Fire Access: Show a 20-foot-wide fire access path to the event area or tents.
- Fire Hydrant Location: Indicate the distance to the nearest fire hydrants.
- Separation Distances: Show distances from tents/structures to adjacent buildings, combustibles, or structures (aim for 40-foot separation).
- Tent Details: Include dimensions, exits, and exit widths, and whether the tent is open-air or has sides.
- Anchoring: Describe how the tent will be anchored to address wind loads.
- Occupancy: State the maximum number of occupants at one time.
- Fuel Sources: Indicate any fuel-powered heaters, generators, or gas appliances, and ensure 20-foot separation from tents.
- Other Features: Note any unique characteristics of the event.
- Parking and Circulation: Provide a plan that will not inhibit fire department access in case of an emergency.

Plan for Fire Protection and Safety:

- Fire Extinguishers: Provide fire extinguishers (at least one per tent or area).
- Fire Watch Personnel: Depending on the event's size and nature, you may need to provide fire watch personnel.
- Flame-Retardant Materials: Tent and temporary membrane structures more than 200 square feet (with walls) or 400 square feet (without walls) must have sidewalls, drops, and tops constructed of flame-retardant material.
- Cooking Booths: If food vendors will be cooking with flammable gases or barbeque grills, provide information about their location and cooking methods.

37072 Main Street, Burney, CA 96013

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- Portable Fire Extinguishers: Provide a portable fire extinguisher for each food booth, with a minimum size of 2A 10B:C (5 lbs.).
- Grease-Laden Vapors: If deep fat fryers or cooking that creates grease-laden vapors are used, a K-type extinguisher must also be provided.
- Fire Safety Officer (FSO): The Fire Code Official may require one or more FSOs during an event, particularly in places of assembly or where there are unique public safety concerns.

Other considerations:

- Crowd Size: Provide an estimated crowd projection for the event.
- Load-in and Load-out Procedures: Coordinate load-in and load-out times and procedures with vendors and ensure fire access lanes are clear of obstructions.
- Emergency Services: Ensure easy access to emergency services (9-1-1).
- Evacuation Plans: Have a plan for evacuating the public in case of an emergency.

Please provide as much information as possible about your event. Once we have received your completed application, plan review fee (cost recovery fees are generally associated with any plan review, service, or inspection), and event information, we will determine whether any additional steps or mitigation measures are needed before we approve the event.

Most events require nothing more than a “will serve” type letter for permitting agencies such as county and state authorities. However, if we determine that the impact and/or magnitude of your event affects the level of service to a point deemed unacceptable by District personnel, you will be requested to enter into an agreement for services to help mitigate these effects.

If you have any questions, please contact the Fire District office at 530-335-2212.  
Thanks in advance for your cooperation.

Sincerely,

Robert May, Fire Chief