



Vernon Fire Department

Special Event Permit Guidelines

Vernon Fire Department
Fire Prevention Bureau
4305 Santa Fe Ave.
Vernon, CA 90058
323 583-8811 ext. 247

Special Event – Public Assembly (each event)

The Special Event Permit is applicable to any public event, exhibit space, booth, festival or any other similar event of 50 or more people. The permit is closed upon completion of the event.

A complete Special Event Permit Application and permit fee shall be submitted to Vernon Fire Department at least ten (10) working days prior to the start of any event.

Plans shall be submitted for all events. Submitted drawings need not be to scale but must to show:

- Layout of tables and/or chairs;
 - total number of each,
 - number of rows and seats between aisles
 - and spacing measurements between them
- Exit locations and widths; aisle and cross aisle locations and widths
- If display booths are used, provide a layout drawing and number of booths to be used
- If exhibits are used, provide details of exhibits, both inside and outside of buildings
- Area dimensions and calculated occupant loads must be included

When cooking is proposed, a detailed description shall be provided identifying the following:

- Fuel to be used
- Location of all cooking areas relative to one another
- Amount and type of fuel(s) proposed to be used and stored
- Fire protection being provided (*#'s and types of fire extinguishers*)
- Proof of additional Fire Department Permits (*as needed*)
 - Tents (any tent larger than 400 sq. ft.)
 - Propane (any use larger than 5 gal. p/day)

Identification of decorative materials; this may include:

- Signs, posters, lighting, banners, streamers, etc.
 - Proof of flame retardant treatment (see Vernon Fire Dept. Information Bulletin #???)
 - Lighting equipment is UL certified

Any supporting information needed to demonstrate the event satisfies all applicable requirements (i.e. cooking areas, fire extinguisher placement, and proximity to other buildings or hazards relative to the proposed event).

Any paper or fabrics used in displays or exhibits shall be inherently fire retardant or be treated with an approved fire retardant solution by a California State licensed applicator. Documentation in the form of a Certificate of Fire Retardancy shall be maintained on-site and be available during any inspection. All such treated material shall be maintained fire retardant throughout its intended use.

The use of any type of open flame shall be approved by Vernon Fire Department prior to any installation or operation and may require additional permits.

Events Not Requiring a Special Events Permit

1. An event meeting all of the following criteria need not acquire a special event permit:
 - o Routine meetings (at least 4 times per year)
 - o Where the use, setup and layout of the event is controlled and administered by the building owners personnel and the building owner's representative will remain on site throughout the event to assure fire and life safety issues are addressed
 - o Where the event uses fire department pre-approved floor plans and set-up drawings, which were submitted at the time the building was issued its' permit
 - o Where no cooking beyond the facilities approved cooking appliances
2. Most events which are sponsored and administered by the owner of an occupancy having a fire department permitted assembly building and the events are considered routine and held on a regular basis (i.e. schools, churches, and civic clubs)
3. Office meetings, training sessions or parties when at the business site and are sponsored and administered by the business.

For any of these categories to be considered as not requiring a permit, it is assumed they will meet all the applicable California Fire Code requirements for occupant load restrictions, exiting, seating, cooking, etc. Further, these functions will not change the normally permitted use of the occupancy they will be held in.

Tents – Each Event

Tents and membrane structures having an area *in excess of 400 square feet* shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from Vernon Fire Department. See "Permit Applications" on the Fire Department – Fire Prevention web site for further information.

Tents in which cooking is performed shall be separated from other tents and membrane structures by a minimum of twenty (20) feet. Open flame or other devices emitting flame, fire or 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 the tent or membrane structures. All propane containers must be kept outside the enclosure at all times.

Cooking and heating equipment shall not be within 10 feet of exits or combustible materials. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent.

Limited Use Propane – Annually

A permit to use propane at special events shall be obtained from Vernon Fire Department. Permit fees are for a one-year period; however, a separate permit application is required for each individual event where propane is used. *Specific information regarding the type of operation to be conducted, as well as a site map, must be included with the application.*

Applicant will be permitted to use and store propane on site in the amount of five (5) gallons over that which is calculated for daily use, not to exceed a total of twenty (20) gallons and/or one hundred (100) lbs. of propane; limited to a total of four (4) five gallon tanks.

Propane containers shall not exceed five (5) gallons capacity; propane containers larger than five (5) gallon capacity may not be used for any outside public assembly events.

A maximum of two (2) containers maybe manifolded together at any one time. Excess flow valves will be required when tanks are manifolded. These should be located as close to or near discharge connection on the tank(s), but must be kept outside the booth or enclosure at all times.

All propane operations shall be at least twenty-five (25) feet from any other open flame, and other propane operation, or any building, and shall be at least ten (10) feet away from any below grade transformer units.

Other Hazards

1. *Electrical*; All electrical extension cords shall be at least No. 14 AWG heavy-duty commercial type. All electrical wiring shall be protected from physical damage and not be positioned so as to create a trip hazard in areas accessible by the public. Electrical equipment and installation may be required to be inspected and approved by a qualified person or contractor acceptable to Vernon Fire Department.
2. *Flammable or combustible liquids*; The use, storage, and handling of any flammable or combustible liquid shall be subject to the approval of Vernon Fire Department. The location for the use and storage of flammable or combustible liquids shall be noted on the submitted plans prior to approval.

Cooking and Food Handling

For cooking and food handling regulations, contact *Vernon Environmental Health Department at 323 583-8811, extension 233.*

Bathroom Facilities Requirements

For bathroom facilities requirements, contact *Vernon Environmental Health Department at 323 583-8811, extension 233.*