



Glendale Fire Department

Fire Engineering Unit



Minimum Submittal Requirements

Special Event Permit:

- A. Provide a **site plan** identifying the following on the plan:
 - a. Address / location
 - b. Date and time of the event
 - c. Event description
 - d. Number of attendees expected
 - e. Contact person name and number
- B. Provide the **layout plan** of the event, show the following on the plan:
 - a. Fire extinguisher locations
 - b. Emergency lighting
 - c. Exits and signage
 - d. Clear exit pathways
 - e. Tent size, location and if the sides are open or have walls (separate tent permit may be required if a tent is proposed)
 - i. If there are no tents or canopies note that on the plan
 - ii. If the tent requires a permit, see tent permit minimum requirements guideline
- C. Identify location of **food trucks** attending the event; identify location and how many
- D. Identify if there will be any **open flame** on site during the event (cooking devices)
- E. Identify if there are any rides or festival **booths**
- F. Provide **flame-treated / fire safe** decorative materials and certificates
- G. Identify locations of any **generators or propane tanks** on the site plan
- H. Identify if there is a **stage or structure** proposed and provide dimensions on the plans
- I. Temporary **change of use in existing buildings** shall be approved by the building official
- J. A separate **Building and Safety review is required** for the construction or installation of structures, fixtures, or building service equipment (both temporary and permanent) Pursuant to Glendale Building and Safety Code Sections 105.1, 105.2 and 3103.1.2 such as the following:
 - a. Structures more than 120 square feet
 - b. Tents or membrane structures more than 400 square feet
 - c. Viewing stands or bleachers
 - d. Decks, stages, platforms, or walkways more than 30 inches above grade.
 - e. Freestanding walls, fences, or similar structures more than 7 feet in height
 - f. Electrical work requiring direct wiring into an existing or new service
 - g. Electrical equipment such as portable generators or motors, and temporary lighting

K. The following are examples of work **exempt from a building safety permit**:

- a. Movable cases, counters and partitions not over 5'-9" high
- b. Finish work (painting, papering, texture coating)
- c. Flooring on a concrete floor slab or when not weighing more than four pounds per square foot
- d. Electrical wiring, devices, and appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy
- e. Low-energy power, control, and signal circuits of Class II and Class III, as defined in the Electrical Code
- f. Generators of 4,000 watts or less with GFCI protection.

NOTE:

Building & Safety review and processing time depends upon the nature and scope of project; however, review and approval is likely to take up to five working days.