

FIRE PLAN REVIEW – SPECIAL EVENT PERMITTING QUESTIONNAIRE/CHECKLIST

1. Per FL Fire Prevention Code (FFPC) 1: 10.14.2, the AHJ shall be permitted to regulate all outdoor events such as carnivals and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property. At the request of the local Fire District, special event applicants may be required to submit a life safety evaluation in compliance with FFPC 1:10.14.3.
2. Provide a Site Plan layout showing location and sizes of ALL tents, booths, stages, and/or other temporary structures, as well as fire department access lanes that will remain available and open for fire district use during the event as well as those that may be temporarily blocked for the event. Provide contact information for on-site individual/s responsible for maintaining access and directing Emergency Vehicles during an emergency event.
3. Clear path distance between and around booths is to be 10 feet between stake lines.
4. The local jurisdictional Fire Life Safety Division shall be contacted a **minimum** of 10 working days prior to any outdoor special event being held which provides the Fire District and applicant an adequate amount of time to coordinate specific fire district requirements and inspections.
 - a. Has the respective Fire District been notified of this outdoor special event yet? YES NO
 - i. If YES, provide contact name
 - ii. Plan Reviewer – verify contact with appropriate Fire District. Unable to process permit without.
5. Will a certified crowd manager be provided at a ratio of 1 per 250 occupants? YES NO

***Hiring of off-duty deputies satisfies this requirement**

 - a. If YES, please provide a copy of the current crowd manager certification card along with contact information for each crowd control manager.
 - b. If NO, this requirement shall be addressed and coordinated with the local jurisdictional Fire Prevention Office a minimum of 10 working days prior to the outdoor special event being held to coordinate required training for event staff or establish fire watch utilizing Fire District Personnel.
6. Will there be preparation and dissemination of food at this event? YES NO

Device Type Use bottom of form for additional information.	Specify Charcoal, LP, Electric	Located in Tent? YES or NO	Located in Food Truck? YES or NO	Fire Suppression System (wet chemical, foam, sprinkler, clean agent, carbon dioxide, etc.). Specify type. Fire suppression shall have an affixed service / inspection tag provided by a Florida licensed contractor.
Grill				
Flat top or griddle				
Salamander				
Pizza Oven				
Deep Fryer				
Other - Identify				

Additional Information