



South Adams County Fire Department

6050 Syracuse Street, Commerce City, CO 80022

Phone: 303-288-0835 | www.sacfd.org

Special Events

Submittal Process: The Following items are required for Special Event submittal. Failure to provide the following may require a Review Denial or Resubmittal. All submittals shall have a South Adams County Fire Department Plan Review Application attached.

Definitions:

- **Tent:** A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.
- **Membrane Structure:** An air-inflated, air-supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent. See Chapter 31 of the *International Building Code*.
- **Air-inflated Structure:** A structure that uses air-pressurized membrane beams, arches or other elements to enclose space. Occupants of such a structure do not occupy the pressurized areas used to support the structure.
- **Air-supported Structure:** A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area. Air supported structures are of two basic types:
- **Temporary Special Event Structure:** Any temporary ground-supported structure, platform, stage, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures not regulated within the scope of the *International Building Code*. **** Special Event Permits need to go through the corresponding Building Department****
- **Fire Apparatus Access Road:** A road that provides fire apparatus access from a fire station to a facility, building or portion thereof. This is a general term inclusive of all other terms as fire lane, public street, private street, parking lot lane and access roadway.

Drawings Requirements:

- **Electronic plans in .pdf format. Please submit files in an unlocked and unsecured state for plan review.**
- A Site Plan to include:
 - Streets names
 - Shows tent location on property along with other structures including buildings, fences, generators, propane cylinders, heating equipment, etc.

- Indicate the approximate scale, northern direction, and date the drawing was completed.
- Flame Retardant Certification for the tent fabric and any interior decorative material.
- If a tent that is having an area more than 400 square feet is used a Tent permit shall be required

Inspection:

- Fire hydrants shall remain unobstructed, and a 3-foot clear space shall be maintained around the fire hydrant
- Fire apparatus access shall be maintained
 - If a road closure is necessary, barricades that are used shall be easily moved for apparatus access
- If a temporary structure is erected such as tents, bounce house or similar structures they shall be properly secured so that it is not affected by high winds
- If Food trucks will be present, they must have a valid South Adams County Fire Operational permit
- If generators are present, they shall be installed not less than 10ft from combustible materials and shall be isolated from the public by a physical guard, fence, or enclosure.