

Event Permit Application

Record Number: _____

Please complete the information listed below that applies. These forms are to be filled out COMPLETELY and all supporting attachments must be provided to begin the permit process.	
Applicant/Contact Person Name: <i>(Required)</i>	Address:
Phone: <i>(Required)</i>	Email: <i>(Required)</i>
Event Address or Cross Streets (If in Right-of-Way): <i>(Required)</i>	
Property Owner's Name: <i>(Required)</i>	Address:
Phone:	Email: <i>(Required)</i>
Event Name: <i>(Required)</i>	Anticipated Number of Attendees: <i>(Required)</i>
Event Description: <i>(Required)</i>	
Event Start Date and Time: <i>(Required)</i>	Event End Date and Time: <i>(Required)</i>
Temporary Structure(s) for Event Permit: <i>(Required)</i> <input type="checkbox"/> Stage <input type="checkbox"/> Tent <input type="checkbox"/> Fence <input type="checkbox"/> Air-Inflated Structures <input type="checkbox"/> LED Screen (≥7 ft. above finish-grade) <input type="checkbox"/> Other types of temporary structures associated with event permit: _____	
Seasonal Event Permit Type: <i>(Required)</i> <input type="checkbox"/> Haunted House <input type="checkbox"/> Pumpkin Patch Lot <input type="checkbox"/> Christmas Tree Lot <input type="checkbox"/> Other: _____	
Temporary Equipment for Event Permit: <i>(Required)</i> <input type="checkbox"/> Generator <input type="checkbox"/> Lighting <input type="checkbox"/> Heaters <input type="checkbox"/> Carnival Rides <input type="checkbox"/> Other: _____	
DECLARATION: I, _____, declare that I am the owner or the authorized representative for the owner, of part or all of the property involved in this application, and that the statements made, therein and in any attached documents are in all respects true and correct. I declare, under penalty of perjury, that the foregoing is true and correct. I have read the attached Conditions of Use of this application on this _____ day _____ month _____ year, in the City of Fresno.	
Applicant Signature:	Date:

THE FOLLOWING ITEMS ARE NECESSARY FOR APPLICATION TO BE ACCEPTED AND PROCESSED BY THE PLANNING AND DEVELOPMENT DEPARTMENT, BUILDING AND SAFETY SERVICES DIVISION.

Please review event permit requirements and then submit a **Miscellaneous Event Permit** through our Accela Citizen's Access website at [Accela Citizen Access Log In](#). When prompted to add attachments please upload the event permit application and items listed that are applicable to your event.

1. Verify with City of Fresno Planning department if any temporary use permit is required, contact this department at planning@fresno.gov. Also, verify with Office of Special Events if any special event permit is required, contact this department at SpecialEvents@fresno.gov.
2. No permit shall be issued for any use contrary to the provision of Chapter 15 of the Fresno Municipal Code.
3. Verify if any fees and/or inspections are required from the County of Fresno Environmental Health Program prior to your event. These must be paid and scheduled separately by contacting their office directly at 559-600-3357 or go to their office located at 1221 Fulton Street, 3rd Floor, Fresno, CA. 93721 (Office Hours: Monday – Friday 8 am to 5 pm)

Attachments that should be included with the Event Permit Application (if applicable):

1. A digital pdf of a fully dimensioned plot plan for the proposed event location must be provided showing the following if applicable:
 - a. Location, size, and use of temporary structures and equipment (i.e., tents, stages, fences, generators, lighting, heaters, etc.) with distances to other permanent or temporary structures and property lines.
 - b. Temporary fences or enclosed areas must specify location, height, and opening/gate widths for access/egress points.
 - c. Locations and quantity of portable restroom and hand-washing stations. Please see portable restroom and hand-washing station requirements.
 - d. Locations of available parking should be depicted and denoted. Please note accessible parking and routes shall be provided for the event, all temporary structures, and portable toilets/hand-washing stations.
2. If the event permit has a temporary structure(s) or equipment(s), please see temporary structure and equipment requirements. Provide applicable attachments with submittal.

Inspections and fees:

1. Any event permit issued by the Building and Safety department must have fees paid, inspected, and approved before the event is held.
 - a. Once you have obtained your event permit you can schedule your inspection by calling the inspection line at 559-621-8116.
 - b. Inspections for event permits must be scheduled for **no later than 4:00 pm Thursday** for Friday inspections. Weekend/Holiday inspections must be scheduled **no later than 10 am on Friday** to allow adequate time for scheduling personnel.
 - c. Inspections that need to be conducted after 3 pm on a weekday or a Saturday are subject to overtime inspection rates. Inspections that need to be conducted during a Sunday/Holiday are subject to Sunday/Holiday inspection rates.
 - d. When the inspector arrives at the scheduled time, if the items subject to inspection are not ready to be inspected a re-inspection fee may be assessed.
2. Please note any fees and inspections required from the City of Fresno Fire Department must be paid and scheduled separately by contacting their office directly at 559-621-4181 or go to their office located at 911 H Street, Fresno, CA. 93721. (Office Hours: Monday – Friday 8 am to 5 pm)

Temporary Structure(s) Requirements:

Attachments that should be included with Event Permit Application:

1. A digital pdf of a fully dimensioned floor plan for the temporary structure showing the following:
 - a. Size and location of exits, seating arrangement, fire extinguisher(s), and aisle spacing.
 - b. Anchoring details, Tent/Canopy/Air Inflated Structures hold-downs (tiebacks or deadmen) shall be identified on plans. Deadmen anchors must be sufficient dead load to secure tents during wind events as per the California Building Code and ASCE 7-16.
 - c. You must have a 20'-0" setback from parking, buildings, and other temporary structures greater than 400 square feet.
2. Fire retardant certificate for Tent/Canopy fabric material. Also, please see the list of Fresno Fire Department requirements below.
3. For temporary stages greater than 120 square feet and less than 750 square feet please attach the City of Fresno temporary stage template with event permit application. Stages larger than 750 square feet will require a fully dimension floor plan and structural details. It must meet all applicable building/safety and fire department requirements listed for temporary structures.

Building & Safety Services:

1. Temporary structures that cover an area greater than 120 square feet, including connecting areas or spaces with a common means of egress or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a permit from the building official per CBC section 3103.1.3.
2. The temporary structures shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of the California code as necessary to ensure public health, safety and general welfare per CBC section 3103.1.2.
3. Electrical Equipment: All electrical wiring and other electrical equipment shall meet the requirements of the California Electrical Code and shall be subject to permits and inspection for the installation.
4. Portable Restroom/Hand-washing stations: You must specify how many portable toilets and hand-washing stations are being provided for the event. They must meet attendance and duration requirements per exhibit E portable restrooms matrix per City of Fresno Parks Department. See Portable Restroom/Handwashing stations requirements.
5. The temporary structures and sites used for event permits will be constructed on event start date and then removed after the event end date that has been designated in the applicant's event permit application. Temporary structures that have not been removed after the designated timeframe are subject to City of Fresno code enforcement and applicable California Codes.
6. Animals and House trailers utilized in conjunction with temporary structures for event permits shall be off pedestrian malls and public property other than in locations approved by the Director. Also, house trailers shall not discharge any waste except in approved receptors.

Fresno Fire Department:

1. Tents or membrane structures and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. CFC, Section 3103.8.
2. All tent fabrics shall be flame-resistant in accordance with appropriate standards set forth in California Code of Regulations, Title 19, Division I, Chapter 8. Tent tops and sidewalls

shall be made either from fabric which has been flame-resistant treated by an approved exterior chemical process by an approved application concern, or from inherently flame-resistant fabric approved and listed by the State Fire Marshal. CCR, Title 19, Division 1, §315.(a)

3. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification size and fabric or material type; the names and addresses of the manufacturers of the tent; a statement that the fabric or material meets the requirements of Section 3104.2; (if treated) the date when the flame-retardant treatment was last applied to the fabric, the trade name or kind of chemical used in treatment, the name of the person for firm treating the fabric, and the name of the testing agency and test standard by which the fabric was treated; (if untreated) a statement that no treatment was applied when the fabric or material met the requirements of CFC, Section 3104.2.
4. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress where the exit serves an occupant load of 50 or more. CFC, Section 3103.11.6.
5. Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at the floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit of source of power. CFC, Section 3103.11.7.
6. The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, ropes and other support members shall not cross a means of egress at a height of less than 8 feet. The surface of means of egress shall be maintained in an approved manner. CFC, Section 3103.11.8
7. Hay, straw, trash, and other similar flammable material shall be stored more than 50 feet from any tent. CCR, Title 19, Division 1, Section 326(b); CFC, Section 3108.2.
8. Trash shall be removed daily. CFC, Section 3108.18
9. No open flames within or adjacent to tent. CCR, Title 19, Division 1, Section 317; CFC, Section 3108.4
10. No flammable or combustible liquids (or vehicle fueling) within 50 feet of the tent. Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signed shall be conspicuously posted in accordance with CFC, Section 310. CFC, Section 310, 3108.3 and 3108.13.2.
11. One minimum Class 2A fire extinguisher shall be provided in every tent having a floor area between 500 sq. feet and 1,000 sq. feet, plus one 2A fire extinguisher in each auxiliary adjacent tent. One additional extinguisher shall be provided for each additional 2,000 sq. feet or fraction thereof. CCR, Title 19, Division 1, Chapter 2, Article 3, Section 319; CFC 3108.9
12. A listed portable fire extinguisher complying with CFC section 906 with a minimum rating of 2-A:20-B:C shall be provided not more than 50 feet from the portable generator. CFC, Section 1204.10 and 3107.6.3.
13. At least one minimum Class 10B:C fire extinguisher shall be provided in kitchen, dining areas, and at locations where flammable or combustible liquids or flammable gases are used, stored, or dispensed. CFC, Section 3108.9 and CCR, Title 19, Division 1, Chapter 2, Article 3, Section 319.
14. Tent or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles, or internal combustion engines. CFC, Section 3103.7.2.
15. Show location of parking stalls on scaled drawing. Label parking stalls within 20 feet of the tent with "No Parking" on plans and provide a means to block off parking. CFC, Section 3103.7.2.

Temporary Stage Template

Requirements:

1. This template is for temporary stages that are greater than 120 square feet and less than 750 square feet. Temporary stages greater than 750 square feet will require full plan review.
2. Applicants must provide stage manufacturer’s specifications or a plan for the proposed temporary stage structure stamped by a California licensed structural engineer professional.
 - a. Stage may be constructed of 4'-0" X 8'-0" or 4'-0" X 4'-0" prefabricated stage panels. Stage panels are to be connected to one another per the manufacturers or engineer’s specifications.
3. One ramp must be installed to provide a means of egress and accessibility to the stage. See accessible ramp and accessible handrail requirements on pages two and three.
4. One Class 2-A portable fire extinguisher shall be located on one side of the temporary stage.
5. Any variation from this temporary stage template will require the applicant to provide a plan for the proposed stage that will require full plan review.

Temporary Stage Specifications:

1. **Number of temporary Stage:** _____ of _____
2. **Dimension of Stage:** _____ X _____ = _____ Square Feet of Stage
3. **Stage occupancy load:** _____ Square Feet X 1/15 = _____ Occupancy Load
4. **Height of Stage:** _____ (6" minimum, 29" maximum)
5. **Accessibility Ramp Design:**
 Straight Ramp Ramp with turn Landing Ramp with Switch Back Landing
6. **Accessibility Ramp Location at Stage:** Right Side Left Side Back Side

Accessible Ramps Requirements

1. **Slope:** Ramps used as part of a means of egress shall have a running slope not steeper than one unit vertical in 12 units horizontal (8-percent slope).
2. **Cross slope:** The slope measured perpendicular to the direction of travel of a ramp shall not be steeper than one unit vertical in 48 units horizontal (2-percent slope).
3. **Vertical rise:** The rise for any ramp run shall be 30 inches maximum.
4. **Width:** The clear width of a ramp between handrails, if provided, or other permissible projections shall be 48 inches minimum.
5. **Landings:** Ramps shall have landings at the bottom and top of each ramp, points of turning, entrance, and exits. The landings shall comply with the following requirements a through d below.
 - a. **Slope:** Landings shall have a slope not steeper than one unit vertical in 48 units horizontal (2-percent slope) in any direction. Changes in level are not permitted.
 - b. **Width:** The landing width shall be not less than the width of the widest ramp run adjoining the landing.
 - c. **Length:** The landing length shall be 60 inches minimum.
 - d. **Change in direction:** Where changes in direction of travel occur at landings provided between ramp runs, the landing shall be 60 inches by 60 inches minimum.
6. **Ramp Construction:** Ramps shall be built of materials consistent with the types permitted for the type of construction of the building, except that wood handrails shall be permitted for all types of construction.
7. **Ramp surface:** The surface of ramps shall be of slip-resistant materials that are securely attached.
8. **Outdoor conditions:** Outdoor ramps and outdoor approaches to ramps shall be designed so that water will not accumulate on walking surfaces.

Accessible Ramps Handrails Requirements

1. **Handrails:** Ramps with a rise greater than 6 inches shall have handrails on both sides.
2. **Continuity:** Handrails shall be continuous within the full length of ramp run.
 Inside handrails on switchback ramps shall be continuous between runs.
3. **Height:** Top of gripping surfaces of handrails shall be 34 inches minimum and 38 inches maximum vertically above ramp surfaces. Handrails shall be at a consistent height above ramp surfaces.
4. **Gripping surface:** Handrail gripping surfaces shall be continuous along their length and shall not be obstructed along their tops or sides. The bottoms of handrail gripping surfaces shall not be obstructed for more than 20 percent of their length. Where provided, horizontal projections shall occur 1-1/2 inches minimum below the bottom of the handrail gripping surface.
5. **Cross section:** Handrail gripping surfaces shall have a cross section complying with a and b below.
 - a. **Circular cross section:** Handrail gripping surfaces with a circular cross section shall have an outside diameter of 1-1/4 inches minimum and 2 inches maximum.
 - b. **Non-circular cross sections:** Handrail gripping surfaces with a non-circular cross section shall have a perimeter dimension of 4 inches minimum and 6-1/4 inches maximum, and a cross-section dimension of 2-1/4 inches maximum.
6. **Surfaces:** Handrail gripping surfaces and any surfaces adjacent to them shall be free of sharp or abrasive elements and shall have rounded edges.
7. **Fittings:** Handrails shall not rotate within their fittings.
8. **Handrail extensions:** Handrail gripping surfaces shall extend beyond and in the same direction of stair flights and ramp runs in accordance with item a below.
Exceptions: Extensions shall not be required for continuous handrails at the inside turn of switchback or dogleg stairs and ramps.
 - a. **Top and bottom extension at ramps:** Ramp handrails shall extend horizontally above the landing for 12 inches minimum beyond the top and bottom of ramp runs. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent ramp run.

Seasonal Event Permit Requirements:

Must be included with Event Permit Application for Temporary Haunted House:

1. Provide a floor plan of the proposed haunted house layout.
 - a. Size and location of exits, seating arrangement, fire extinguisher(s), and aisle spacing.
The facility must always provide and maintain safe means of egress as approved by the Fresno Fire Prevention Division, FPD and the Building and Safety Services Division.
The following are minimum health, fire, and life-safety standards required for safe operation of temporary season event permits. Proceed with processing this application only if all the following items can be complied with:
 1. Haunted houses are permitted to be operated only in commercial/retail zone districts.
 2. Haunted houses are permitted to be operated only in fully fire-sprinkled buildings.
 3. Haunted houses are required to have a fire alarm system with automatic smoke detection installed in accordance with CFC 907.2.12 and 914.7.
 4. All decorative material, props, displays, plastic sheeting, etc. must be flame retardant treated or otherwise approved by the Fresno Fire Prevention Division, FPD.
 5. Toilet facilities are required for the operators of the haunted house. This may be in the form of portable toilet facilities if the existing building does not have toilets available.
 6. This permit allows the operation of a haunted house only during the times and dates specified on this application.
 7. Prior to the issuance of this permit, all parts of this form must be completed and signed by the appropriate individuals.
 8. Any electrical work other than the use of standard plug-in type of fixtures will require an electrical permit. This permit is required to be issued to an electrical contractor or the applicant.

Temporary Pumpkin Patch or Christmas Tree Lot:

Building & Safety Services:

1. Event permit application and attachments that should be included with event permit application listed on page 2 should be submitted to the Building and Safety Department.
2. If a temporary structure(s) is to be proposed, then all temporary structure(s) requirements will be applicable to your event permit application and should be included with the event permit application. For Christmas tree lots see the tree flocking or sale's temporary structure plan.
3. Electrical Equipment: All electrical wiring and other electrical equipment shall meet the requirements of the California Electrical Code and shall be subject to permits and inspection for the installation.
 - a. All 120V circuits for receptacles and lights shall have ground-fault circuit interrupter (GFCI) protection.
 - b. All overhead wiring to be a minimum of 10 feet above ground or floor level.
 - c. All wiring below 7 feet to be protected in a raceway.
 - d. All cords must be #14 AWG size wire minimum.
 - e. All cord wiring on the ground must be protected from damage and installed in a manner that will not cause a trip hazard.

Fresno Fire Department:

1. Contact Fresno Fire Department office directly at 559-621-4181 or go to their office located at 911 H Street, Fresno, CA. 93721 for fire code requirements related to use and operation. (Office Hours Monday – Friday 8 am to 5 pm)

Temporary Equipment Requirements:

Attachments that should be included with Event Permit Application:

1. For temporary generators greater than 5 kW and less than or equal to 15kW provide the temporary generator template. Generators greater than 15kW require a full plan review. Provide manufacturer's specifications with plot plans.
2. For temporary heaters provide manufacturer's specifications and location on plot plan.
3. For carnival rides provide electrical schematic noting the following:
 - a. Powering source for carnival rides.
 - b. Conductors that will provide electricity for carnival rides.
 - c. Electrical loads of carnival rides.
 - d. Specify how there will be protection of live parts to protect the public.

Building & Safety Services:

1. Event permit application and attachments that should be included with event permit application listed on page 2 should be submitted to the Building and Safety Department.

Fresno Fire Department:

1. Contact Fresno Fire Department office directly at 559-621-4181 or go to their office located at 911 H Street, Fresno, CA. 93721 for fire code requirements related to use and operation. (Office Hours Monday – Friday 8 am to 5 pm)

Temporary Generator Template (Less than 5kW)

Building & Safety Requirements:

1. 5 kW or less does not require an event permit. The following requirements below shall be maintained at your event if a generator is less than 5kW
2. **Markings:** Generator shall be provided with a nameplate giving the manufacturer's name, the rated frequency, the number of phases if ac, the rating in kilowatts or kilovolt-amperes, the power factor, the normal volts, and amperes corresponding to the rating.
3. **Protection of Live Parts:** Live parts of generators operating at more than 50 volts ac or 60 volts dc to ground shall not be exposed to accidental contact where accessible to unqualified persons.
4. **Ground-Fault Circuit-Interrupter Protection:** Receptacle outlets that are a part of a 15 kW or smaller portable generator shall have listed ground-fault circuit-interrupter protection (GFCI) for personnel integral to the generator or receptacle as indicated in either (a) or (b)
 - a. **Unbonded (Floating Neutral) Generators:** Unbonded generators with both 125 volts and 125/250-volt receptacles outlets shall have listed GFCI protection for personnel integral to the generator or receptacle on all 125-volt, 15 and 20 ampere outlets.
 - i. **Exception:** GFCI protection shall not be required where the 125-Volt receptacle outlet(s) is interlocked in such that it is not available for use when any 125/250-Volt receptacles(s) is in use.
 - b. **Bonded Neutral Generators:** All 125 volt and 125/250-Volt, single-phase, 15, 20, and 30 ampere receptacle outlets that are a part of a 15 kW or smaller portable generator shall have listed ground-fault circuit-interrupter protection for personnel.
 - i. **Exception to (a) and (b):** If the generator was manufactured or remanufactured prior to January 1, 2015, listed cord sets or devices incorporating listed GFCI protection for personnel identified for portable use shall be permitted.
5. **Wiring Protection:** Flexible cords or cables accessible to the public shall be arranged to minimize the tripping hazard and shall be permitted to be covered with nonconductive matting, provided that the matting does not constitute a greater tripping hazard than the uncovered cables.

Fresno Fire Department Requirements:

1. Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means. CFC, section 3108.15.
2. Generators shall be installed not less than 10 feet from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet away from the internal combustion power source. CFC, section 3107.6.2.
3. Generator must not be refueled while operating CFC, section 1204.8. Generator refueling and storage shall be performed in an approved location not less than 20'-0" from tents or membrane structures. CFC section 3108.13.3
4. Provide a minimum of one 2A:20B:C portable fire extinguisher at the location of each generator. The portable fire extinguisher shall be mounted no higher than five feet above the ground. CFC, section 3107.6.3.
5. Smoking shall be permitted only in designated areas. Other areas shall have approved "No Smoking" signs conspicuously posted and maintained in accordance with CFC Section 310
6. If it is discovered that the site is not in compliance with Fire and Building codes, an administrative citation may be issued to the responsible party and/or the property owner.

Temporary Generator Template (5kW to 15kW)

Building & Safety Requirements:

1. This template is for temporary generators that are greater than 5 kW and less than or equal to 15 kW. Temporary generators greater than 15 kW will require full plan review. (5 kW or less does not require an event permit.)
2. **Markings:** Generator shall be provided with a nameplate giving the manufacturer's name, the rated frequency, the number of phases if ac, the rating in kilowatts or kilovolt-amperes, the power factor, the normal volts and amperes corresponding to the rating.
3. **Protection of Live Parts:** Live parts of generators operating at more than 50 volts ac or 60 volts dc to ground shall not be exposed to accidental contact where accessible to unqualified persons.
4. **Ground-Fault Circuit-Interrupter Protection:** Receptacle outlets that are a part of a 15 kW or smaller portable generator shall have listed ground-fault circuit-interrupter protection (GFCI) for personnel integral to the generator or receptacle as indicated in either (a) or (b)
 - a. **Unbonded (Floating Neutral) Generators:** Unbonded generators with both 125 volts and 125/250-volt receptacles outlets shall have listed GFCI protection for personnel integral to the generator or receptacle on all 125-volt, 15 and 20 ampere outlets.
 - i. **Exception:** GFCI protection shall not be required where the 125-Volt receptacle outlet(s) is interlocked in such that it is not available for use when any 125/250-Volt receptacles(s) is in use.
 - b. **Bonded Neutral Generators:** All 125 volt and 125/250-Volt, single-phase, 15, 20, and 30 ampere receptacle outlets that are a part of a 15 kW or smaller portable generator shall have listed ground-fault circuit-interrupter protection for personnel.
 - i. **Exception to (a) and (b):** If the generator was manufactured or remanufactured prior to January 1, 2015, listed cord sets or devices incorporating listed GFCI protection for personnel identified for portable use shall be permitted.
5. **Wiring Protection:** Flexible cords or cables accessible to the public shall be arranged to minimize the tripping hazard and shall be permitted to be covered with nonconductive matting, provided that the matting does not constitute a greater tripping hazard than the uncovered cables.

Fresno Fire Department Requirements:

1. Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means. CFC, section 3108.15.
2. Generators shall be installed not less than 10 feet from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet away from the internal combustion power source. CFC, section 3107.6.2.
3. Generator must not be refueled while operating CFC, section 1204.8. Generator refueling and storage shall be performed in an approved location not less than 20'-0" from tents or membrane structures. CFC section 3108.13.3
4. Provide a minimum of one 2A:20B:C portable fire extinguisher at the location of each generator. The portable fire extinguisher shall be mounted no higher than five feet above the ground. CFC, section 3107.6.3.
5. Smoking shall be permitted only in designated areas. Other areas shall have approved "No Smoking" signs conspicuously posted and maintained in accordance with CFC Section 310
6. If it is discovered that the site is not in compliance with Fire and Building codes, an administrative citation may be issued to the responsible party and/or the property owner.

Temporary Generator Specifications:

1. **Number of temporary generators:** _____ of _____
2. **Voltage of temporary generator:** _____
3. **Wattage Needed for Event:** _____ Watts X 1.25 = _____ Total Wattage
4. **Size of temporary generator needed for event:** _____ Total Wattage/1000 = _____ kW
5. **Size of temporary generator provided:** _____ kW

Example of Temporary Generator Specifications:

1. **Number of temporary generators:** 1 of 1
2. **Voltage of temporary generator:** 125 and 125/250-Volt
3. **Wattage Needed for Event:** 9,000 watts X 1.25 = 11,250 Total Wattage
4. **Size of temporary generator needed for event:** 11,250 Total Wattage/1000 = 11.25 kW
5. **Size of temporary generator provided:** 12 kW

Minimum Conductor Sizing per Generator Receptacle Outlet

Receptacle Outlet (Amps)

- 15
- 20
- 25-30
- 35-50
- 60

Minimum Conductor Size (AWG)

- 14
- 12
- 10
- 8
- 6

Tapped Conductors shall not be permitted for portable generators rated 15kW or less where field wiring connection terminals are not accessible.

**Portable Restroom(s) and Handwashing Station(s) Requirements:
EXHIBIT E
Portable Restrooms Matrix**

The following chart may be used to calculate the number of portable toilets necessary for an event.

If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible. Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are accessible.

Average Crowd Size	Average Hours at the Event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376

A minimum of 1 hand washing sink shall be provided for every two portable restroom. Provide a minimum of one accessible hand washing station for each accessible portable restroom.