



Special Events Division, Fire Marshal's Office  
505 Barton Springs Road, Suite 1070 Austin, TX 78704  
[AFDSpecialEvents@austintexas.gov](mailto:AFDSpecialEvents@austintexas.gov)

## AUSTIN FIRE DEPARTMENT SPECIAL EVENTS INFORMATION, PROCESS & GUIDELINES

### ***Definition of a Special Event:***

The purpose of these guidelines is to familiarize event promoters, sponsors and vendors with information about special events procedures, general fire safety regulations and permits that are issued and/or enforced by the Austin Fire Department, Fire Marshal's Office. The department is committed to promoting public safety and assisting all parties involved to provide a level of service that will insure a safe and successful event.

### **I Permit Application Submission**

Completed application must be turned in to the Austin Center for Events in person to 505 Barton Springs Road, Suite 1070 or emailed to [AFDSpecialEvents@austintexas.gov](mailto:AFDSpecialEvents@austintexas.gov).

Applications for a fireworks and/or flame effect, theatrical performance/open flame must include a copy of the pyrotechnic license and insurance certificate.

Permit approvals are handled on a first come, first serve basis. Applications submitted after the required 21 day requirement will be denied if Austin Fire Department/ Fire Marshal's Office inspectors are not available for an on-site inspection prior to the event scheduled date. Fire watch is scheduled on a first come, first serve basis and is pending availability of the inspectors designated from the Fire Marshal's Office. Cancellation of a scheduled fire watch must be made 48 hours prior to the scheduled event for a refund to be considered. Applications are not considered complete until any assessed payments have been received in full.

The Austin Fire Department, starting October, 2012 require that all payments are received in full prior to any event being approved/permitted.

### **II Applicant's Responsibilities**

- i In addition to the permit required, the applicant shall secure permits from any other City department as needed to host the Special Event. An Austin Center for Events Permit Application from the City of Austin is required for all special events and will aid applicant in contacting outside organizations that will require additional information and/or permits.
- ii Submit to the Center for Special Events a permit application for the proposed special event.
- iii Supply each vendor with any information required for loading in and loading out of the special event.
- iv Distribute to each vendor who is cooking a copy of the *Food Vendors, Propane Use, Tents Guidelines*.
- v Designated fire lanes shall be kept clear at all times.

### **III Vendor's Responsibilities**

- i Coordinate with the applicant on loading-in and loading-out rules for the event.
- ii Comply with all fire safety requirements at all times while participating in the event.
- iii Familiarize themselves with the *Food Vendors, Propane Use, Tents Guidelines*.
- iv Prepared for a fire inspection on the morning of the event or at any of the event duration.

#### IV Special Event Permits & Associated Fees

Carnival/Fair/Festival Permit		*\$100.00
Exhibit & Trade Show Permit		*\$75.00
Fireworks Discharge Permit (requires additional fees)	\$50.00	*\$200.00
Flame Effect, Theatrical Performance / Open Flame Permit (requires additional fees)	\$50.00	*\$150.00
Temporary Change of Use Permit		\$100.00
Tent Permit		*\$50.00

\*Approved new fees starting 10/1/2013

After Hours Inspection (Inspections performed before 9:00am after 4:00pm on weekdays and all times during weekends.)

\$123 per hour/inspector (2 hour minimum)

Apparatus Standby \$250 per hour/inspector (2 hour minimum)

\*\*Fire Watch / Stand-by Inspector \$123 per hour/inspector (2 hour minimum)

\*\*When it is deemed necessary for the safeguarding of life and property from fire, explosion, panic or other hazardous conditions which may arise at the outdoor special event, standby fire personnel may be required to be present before and during the event.

#### V Site/Floor Plan Requirements

- i Location of stages and temporary structures
- ii Location of food booths and cooking areas with flammable gasses or solid fuels
- iii Location of non-food booths
- iv Layout of inside of venue (i.e. seating and table arrangement)
- v Location of exits for outdoor special events that are fenced
- vi Location, material and size of fencing
- vii Location and number of any vehicle(s) or any other automobile put on display
- viii Location and size of fire lane(s) (if applicable)

#### VI Possible Event Requirements

- i (2)A10BC fire extinguisher(s)
- ii class K fire extinguisher(s)
- iii exit signage (must be lit after 8pm)
- iv maintain exits at all times during event
- v fire watch
- vi standby apparatus

#### VII ALL Event Requirements

- ✓ All amounts owed to Austin Fire Department must be paid in full prior to event approval. Partial payments will not be accepted.
- ✓ Notation of planned use, location, storage or other fuel-type equipment
- ✓ Any use of decorative materials and finished must be fire retardant
- ✓ Fire watch must be paid seven days prior to event
- ✓ Fire watch must be canceled 48 hours prior to event

#### VIII Permit/Load Card Process

- ☞ Inspector(s) and staff review site plan
- ☞ Inspector schedules walk-through with event on-site contact
- ☞ On-site contact must be present for event walk-through with inspectors from the Austin Fire Department, Fire Marshal's Office
- ☞ Permit/Load Card issued on-site

## GLOSSARY

**Annual Public Assembly Permit** – Required for public establishments who anticipate or operate at an occupancy rate of 50 or more people, and whose gross sales constitute 51% alcohol.

**Carnival / Fair / Festival Permit** – Required for events held in parks, not covered under the proposed Special Events permit issued by the Austin Center for Events (ACE).

**Exhibit & Trade Show Permit** – The Austin Fire Department provides onsite inspection services to review layout, pedestrian flow, aisle width, exiting plans and expositions in compliance with the current fire code adopted by the City of Austin, Texas.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

**Fireworks Discharge Permit** – All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the Austin Fire Department in compliance with the current fire code adopted by the City of Austin, Texas. (Examples of activities in this category include: outdoor fireworks and pyrotechnics.)

**Flame Effect, Theatrical Performance / Open Flame Permit** – A flame effect is the combustion of flammable solids, liquids or gases to produce thermal, physical, visual or audible phenomena before an audience. (Some examples include: hand-held burning torches, flaming batons or hoops, flame acts, fire walking, flaming sword dancers, open burning with religious services, candles or open flames in assembly occupancies.) A full demonstration to the Fire Marshal prior to the event date may be required.

As part of the permit requirements, inspection services onsite stand-by inspectors and stand-by fire apparatus may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event. Conditions of approval will be provided after an applicant review process.

**Temporary Change of Use Permit** – The Temporary Change of Use to a Public Assembly/Operational Permit is required for structures or portions of structures used as public assemblies that do not currently have a “Certificate of Occupancy” for that type of use. Under fire code definition, a “public assembly” consists of 50 or more people. (Examples for a Temporary Change of Use permit are: use of a vacant building or a high-rise building/garage.) As part of the permit requirements, onsite fire watch may be required due to size, complexity and/or unique safety issues regarding the activities associated with the proposed event or structure.

**Tent Permit** – All tents over 400 square feet that are walled on two sides and tents over 700 square feet require this permit and must be reviewed and approved by the Austin Fire Department in compliance with the current fire code adopted by the City of Austin, Texas.

**After Hours Fire Inspection** – Inspection performed after 1600 (4:00pm) on weekdays and all times during weekends. This fee may also be incurred if the event is not set up and ready for a final inspection due to load in, time of event, date of event or various other circumstances.

**Fire Watch** – When deemed necessary, standby inspector(s) necessary to mitigate the risks of

fire during an event. Requirements determinations are made on a case by case basis. (Buildings/structures that do not have an alarm system and/or a sprinkler system often require fire watch.)

**Apparatus Standby** – As part of the permit requirements, some of events due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event may be required to have a stand-by fire apparatus at the event. (Examples include: large fenced in festivals where access is limited and response times to potential incident(s) are drastically reduced, discharging fireworks and events that are held in areas that pose a safety rise to wildland fires and/or approved during a burn ban.

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