

Role of SF Department of Emergency Management (DEM):

DEM facilitates the coordinated emergency response with City partners including SFPD, SFFD, EMS, Public Works and others during complex events. DEM may reach out to the event organizer for more information and to request planning details, such as maps and information from event points of contact. For very complex events, DEM may hold a Citywide meeting prior to the event to ensure City agencies are familiar with operational details. www.sfdem.org

Use of Non-Licensed Staff and Volunteers:

As part of your security plan approval, the San Francisco Police Department may grant permission to use staff or volunteers in certain locations and roles that do not require licensed security guards. If the staff or volunteer coverage is not provided, or turns out to be insufficient, the SF Police Department maintains the right to shut down any or all components of the event or to provide additional police services that will be billed directly to the Event Sponsor.

Fire Safety and Temporary Built Structures

TYPES OF REGULATED ACTIVITIES

The [SF Fire Department's Bureau of Fire Prevention](#) is responsible for enforcing local and state fire codes through inspection and plan review in order to reduce hazards in the City and County of San Francisco. The Fire Department has the authority to shut down any and all aspects of the event if at any point the safety of the public is compromised.

Fire code requires the safe installation and use of the following* at special events:

- » Tents, canopies, and temporary membrane structures
- » Food and beverage booths
- » Portable cooking appliances that use liquid petroleum (LP) gas, butane, propane, natural gas, mesquite wood, or charcoal briquettes



Photo Credit: SF Entertainment Commission, SF Chinese New Year Parade

- » Assembly spaces with adequate exits (egresses) to prevent over-capacity
- » Temporary built structures including stages, scaffolding, large tents, and other large structures
- » Beverage Dispensers with more than 100 lbs. of CO₂ (cumulative total)
- » Generators
- » Pyrotechnics, Fireworks, Flame Effect Performance
- » Liquid Nitrogen

* *List is not complete. Other restrictions may apply.*

SAFETY GUIDELINES

Public Access to Streets and Sidewalks

The temporary use or occupancy of a public street shall not unnecessarily obstruct or bar public access onto that street.

Sidewalks shall remain open at all times for pedestrian use unless closure of the sidewalk is provided for by resolution of the Board of Supervisors explaining the reasons for such closure.

14-Foot Wide Emergency Lane

A continuous passageway in the roadway at least 14 feet in width shall be maintained at all times during the period of such use or occupancy for the use of emergency vehicles. All intersections must remain clear throughout the event to allow for the maneuvering of emergency vehicles.

Restrictions on Placement of Objects

No object of any nature shall be placed or maintained within 5 feet of any fire hydrant or within 5 feet of any fire alarm box or police call box. No object of any nature shall be placed or maintained within 10 feet of any fire escape and stand pipe inlet, measuring horizontally. No object of any nature shall be placed or maintained within any intersection or pedestrian crosswalk, nor shall any vehicle be permitted to park in such areas. All curb ramps shall remain clear of any obstructions.

***** PLEASE READ *****

FIRE SAFETY REQUIREMENTS FOR REGULATED ACTIVITIES AT OUTDOOR FOOD AND STREET FAIRS:

<http://sf-fire.org/510-safety-requirements-regulated-activities-outdoor-food-and-street-fairs>

FLAME EFFECT PERFORMANCE APPLICATION REQUIREMENTS:

<http://sf-fire.org/212-flame-effect-performance-application-requirements>

VENDOR AND FOOD TRUCK INSPECTIONS:

Each vendor must be prepared for a Fire Department inspection at least one hour prior to the event. Food trucks must be pre-inspected at the SFFD Bureau of Fire Prevention headquarters at 698 2nd St. Food trucks that do not have current SFFD permits must be inspected a least one week before the event. [Click here](#) to learn more. Call 415-558-3300 for more information.

TEMPORARY BUILT STRUCTURES (STAGES, SCAFFOLDING, LARGE TENTS, AND OTHER LARGE STRUCTURES):

Depending on the size, scope and the potential safety risk of any temporary built structure, the SF Fire Department may require a structural observation and inspection to be conducted by a Professional Engineer licensed in the State of California. Prior to the event, the engineer must provide a signed and sealed "Compliance Letter" confirming that the structure has been built properly and is suitable for the intended temporary use. Contact the SFFD Bureau of Fire Prevention for more information.

MOVING VEHICLES IN AN EVENT ASSEMBLY SPACE:

Moving vehicles are not allowed in a closed assembly space or venue area except when approved as a part of a parade or other entertainment feature associated with your event. If a stationary vehicle is part of your event plans, the Fire Marshal requires the keys to be removed from the vehicle and kept by the primary contact until the event is over and it is safe to drive in the venue area. This requirement includes electric carts, segways, and other vehicles that may be used to provide supplies and services within your venue. Exceptions to the use of vehicles in a venue may be granted by an authorized City representative for public safety reasons. You must indicate the presence of parked cars within your event assembly space or venue as a part of your permit application.

FIRE PERMIT APPLICATION

A [Fire Department permit](#) constitutes permission to maintain, store, use or handle materials, or to conduct processes which produce conditions hazardous to life or property, or to install equipment used in connection with such activities. Larger events may require earlier submittal.

Permit applications for regulated activities shall be submitted to the San Francisco Fire Department Bureau of Fire Prevention a minimum of 10 calendar days before the event. For pyrotechnics, fireworks, and flame effects, permit applications are due at least 14 calendar days before the event.

Contact: For questions and more information, please contact: SFFD Bureau of Fire Prevention, Permits Division, (415) 558-3300. You will be required to schedule an in-person meeting with Fire Prevention, 698 2nd Street, to discuss the event layout and activities.

For Events on Port of SF Property, contact Fire Marshal Ken Cofflin at (415) 274-0565.