Denver Fire Department (DFD)

The Denver Fire Department Fire Prevention Division is dedicated to the safety of all citizens and to the efficiency of well-planned and executed events. As a host of Public functions, you are also well aware that safety must remain foremost in your efforts. We look forward to working with you to ensure safety for your patrons, customers and employees. We believe communication is the key to successful relationships, and hope that the following information, which addresses our common goal of public safety through permits and floor plan approvals, is one component of that communication.

For information in the following areas please contact Public Assembly at 720-913-3448 or 720-913-3464:
Candles/Open Flame-Canopies-Special Events-Tents-Mushroom Heaters, Carnivals and Fairs-Pyro (Indoor/Outdoor) Temporary Generators-Public Assembly Events-Foggers or Hazers.

Event Coordinators Responsibilities
- Collects signed applications and payments from vendors and makes appointment with the Fire Department—a minimum of 2 weeks before the event—to pull all permits for event.
- Distribute and collect necessary information (permits, etc.) to event vendors
- At events where 10 or more booths are using propane, the Event Organizer must obtain the services of a single propane gas supplier
- Site Plan Approval/Emergency Vehicle Access—Specifically for events that close streets must allow for access of emergency vehicles from adjacent alleys and/or through the streets of the event site.
- Follow on-site requirements:
  - Appropriate number and type of fire extinguishers with inspection tag or purchase receipt from within the last 12 months.
  - No fuel may be refilled during the event while the public is present.
  - Only cylinders that are hooked-up for use shall be allowed at each booth.
  - All equipment shall have a AGA or U.L approval

Vendors Responsibilities
- Fill out / sign the application form.
- Attend event meeting if provided by the event organizer
- Follow on-site requirements:
  - Appropriate type and number of fire extinguishers (2-A:10-B-C size) with inspection current tags or receipt indicating inspection or purchase in the last 12 months — at accessible location, at least 1 10A2BC extinguisher and if they are cooking with grease they also need a type “K” extinguisher
  - Metal trash can with lid must be in booth and used to suffocate small flames. Cannot be used for trash.
  - Cooking equipment outside booth area/not under tent
  - Cooking fuels must be hooked up properly
  - Extension cords must be an outdoor rated type and must not be laying in an area where water might accumulate
  - If a deep-fat fryer is being used, it must have metal lid to cover the hot oil in case of rain and DFD requires a class K fire extinguisher.
  - Fire permits must be on-site and in the possession of the vendor.

Fees: DFD-Fire Permit  Two options
Single Event Permit:  $75.00
Annual Permit:  $200.00
Denver Fire Department

TENTS/CANOPIES

- Permits are required for tents (3 or more sides) 200 sq. feet or larger, or canopies (2 or fewer sides) 400 sq. feet or larger.
- All booths, tents, and canopies must be of approved material and be flame resistant and must have a certificate of flame resistance to accompany permit application.
- Fire extinguisher(s) — see requirements for details
- Site plan showing the tent/canopy and distances to other structures, buildings, streets, alleys, parking areas.
- Floor plan indicating all chairs, tables, stages or other obstructions to exits. Location & widths of all exits.
- No smoking in any tent, canopy or any adjacent area where hay, straw, sawdust or other combustible materials are stored.  “No Smoking” signs shall be conspicuously posted.
- No heating or cooking equipment allowed in tent/canopy
- No flammable or combustible liquid or L.P. gas shall be used or stored in a tent/canopy

For tent/canopy fees refer to Event Permits/ License Fees

On-Site Inspection Requirements:

- All booths, tents, and canopies must be of approved material and be flame resistant and must have a certificate of flame resistance to accompany permit application."
- Proper size extinguishers (with purchase receipt or current inspection tag) on site. All staff must be trained on proper use.
- Cooking equipment must be outside of booth area and not under a canopy or tent.
- Cooking fuels must be stored and hooked up properly to cooking and heating equipment. Check equipment in advance.
- Fuel cylinders may NOT be changed during the time the public is in attendance at the event. No extra fuel may be stored at your booth.
- Generators may NOT be refueled during the time the public is in attendance at the event.
- Generators over 30 amps need a permit from the building department. Extension cords must be rated for outdoor use and must not be in an area where water might accumulate.
- If a deep-fat fryer is being used, it must have a metal lid to cover the hot oil in the event of rain and a DFD approved class K fire extinguisher.
- A metal trash container with a lid must be provided in each booth. This container is to be used in case of fire, not for trash. Use another container for trash.

ELECTRICAL PERMIT FOR GENERATORS

The Denver Building Department requires that a licensed Electrical Contractor obtain a #3 Electrical Permit for the installation and use of a generator for supplying power for a special event. This permit can be obtained by the electrical contractor at 201 W. Colfax Avenue, Monday through Friday, from the hours of 8:00 a.m. to 11:30 a.m. For more information, please call (720) 865-2580.

FIREWORKS

If fireworks are taking place in the City and County of Denver then the permit is issued by Denver Fire Department. Please be aware that the application should be made as far in advance as possible to avoid any approval delays. Any event who plan on having any form of pyrotechnics or fireworks must hire someone with a Colorado Pyrotechnic License.

Additional Information
Denver Fire Department:  www.denvergov.org/fire
### Denver Fire Department

Below is a list of the most common permit fees through the Denver Fire Department

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Burning or cooking in public places:</td>
<td>$75</td>
</tr>
<tr>
<td>Candles and open flame:</td>
<td>$50 / $175 annual fee</td>
</tr>
<tr>
<td>Fueled vehicles:</td>
<td>$75</td>
</tr>
<tr>
<td>Fogger/Hazer:</td>
<td>$75</td>
</tr>
<tr>
<td>Fireworks/Indoor:</td>
<td>$125</td>
</tr>
<tr>
<td>Fireworks/Outdoor:</td>
<td>$350</td>
</tr>
<tr>
<td>Canopies 301-1999 sq ft:</td>
<td>$75</td>
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<tr>
<td>Canopies 2000-9999 sq ft:</td>
<td>$125</td>
</tr>
<tr>
<td>Canopies greater than 10,000 sq ft:</td>
<td>$250</td>
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<tr>
<td>Tents 201-999 sq ft:</td>
<td>$100</td>
</tr>
<tr>
<td>Tents 1,000-4,999 sq ft:</td>
<td>$125</td>
</tr>
<tr>
<td>Tents over 5,000 sq ft:</td>
<td>$250</td>
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<tr>
<td>Multiple Tents:</td>
<td>Additional $25</td>
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<tr>
<td>Tents with heat and/or cooking:</td>
<td>Additional $50</td>
</tr>
<tr>
<td>Carnival and fair single event:</td>
<td>$75</td>
</tr>
<tr>
<td>Carnival and fair annual event:</td>
<td>$200</td>
</tr>
<tr>
<td>Mushroom Heater:</td>
<td>$75 / $200 annual</td>
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<tr>
<td>Indoor Pyro:</td>
<td>$125</td>
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<tr>
<td>Outdoor Pyro:</td>
<td>$350</td>
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<tr>
<td>Occupancy Increase</td>
<td>$200</td>
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<tr>
<td>Permit without 14 day notice:</td>
<td>Fee Doubled</td>
</tr>
</tbody>
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**Additional Information**

Denver Fire Department: [www.denvergov.org/fire](http://www.denvergov.org/fire)