



# Special Events

(Pumpkin Patch, Christmas Tree, Circus, Etc.)

CITY OF HEMET BUILDING DIVISION  
445 E FLORIDA AVENUE, HEMET, CA 92543  
(951) 765-2475

## CONSTRUCTION PERMITS

Special events require a building permit prior to any use in a vacant lot, parking lot or similar area. In addition to a building permit, other permits and licenses may need to be obtained from the Planning, Utility, Engineering, Business License and Fire Departments.

Please fill in the following checklist and have the appropriate department sign and submit it with your plans to the Building Department for plan check.

### REQUIRED CHECKLIST:

Project description: \_\_\_\_\_

Project Address: \_\_\_\_\_

Event Date: \_\_\_\_\_

Fire Department:  
Department Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Business License # : \_\_\_\_\_

Department Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Planning Department (TUP): \_\_\_\_\_

Department Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Utility releases:

Water: \_\_\_\_\_

Trash: \_\_\_\_\_

Engineering: (Encroachment/Street closure permit)

Department Signature : \_\_\_\_\_

Print: \_\_\_\_\_

Following are requirements that should be written, drawn or detailed on a plan and should be submitted in triplicate to the Building Division to obtain the necessary permit from the Building Department.

## A. HANDICAP REQUIREMENTS

- Handicap parking spaces: Location, Slope, Cross Slope and Signage.
- Handicap path of travel: Location, Slope and Cross Slope.
- Handicap restrooms: Location

## B. ELECTRICAL REQUIREMENTS

- Power Source and location.
- Lighting layout plan
- Any electrical outlets or other electrical feeds.
- Show how the above will be protected from weather and pedestrian traffic.

## C. TENTS/CANOPIES REQUIREMENTS

- Size
- Shall be flame retardant treated and shall be posted in an approved manner to include the date of the last treatment in accordance with the 2007 California Fire Code. Certificate from State Fire Marshal for fire resistiveness must be provided.
- Calculations on the "Set-Up".

## D. ENGINEERING REQUIREMENTS

- Indicate all signs and equipment located in the Right-of-Way including their distance from street centerline on the plans.
- Separate permits are required for street closures and/or encroachments into City property.

## E. PLANNING REQUIREMENTS

- A site plan must be submitted for plan check showing the location of all buildings, sidewalks, parking, pedestrian and vehicle paths of travel, and landscaping.
- The Assessors Parcel Number needs to be indicated on the plans.
- Indicate all property lines and set-backs.
- Signs, banners and/or balloons require a separate permit. Please contact the Planning Department for permitted signs and locations.
- A Temporary Use Permit (TUP) is required for all special events. There is a fee of \$100.00, the number of days a TUP is good for will vary depending on the event. This is a separate permit and will be needed prior to issuing a building permit. There are different requirements for different types of events, please contact the Planning Department for further information (951) 765-2375. *Please note that Non-profit organizations are exempt from the \$100.00 fee when a letter indicating the non-profit 501(c)(3) status is submitted with the TUP.*

**F. FIRE EXTINGUISHER REQUIREMENTS**

- Every lot shall have a minimum of one 2A10BC fire extinguisher, serviced and tagged annually by a licensed fire extinguisher company in accordance with the California Code of Regulations.
- Each fire extinguisher shall be within a maximum travel distance of 75-feet in accordance the 2007 California Fire Code.

**G. SIGNAGE REQUIREMENTS**

- “NO SMOKING” signs shall be posted in accordance with the 2007 California Fire Code.
- “NO SMOKING” signs shall be posted within 25-feet of a generator.

**H. GENERATOR REQUIREMENTS**

- Generators require a separate permit. Please refer to Information Bulletin 146.
- Generators are to be allowed to cool down for a minimum of one (1) hour prior to being refueled.
- A 25-foot clearance area shall be established with physical guards or fencing around the generator. All vehicles, foot traffic, weeds, trash & debris shall be kept clear of the area.
- Any necessary fire clearances will be given after an inspection is conducted by a Fire Inspector.

**I. FLOCKING REQUIREMENTS**

- Temporary structures for flocking areas that are 200-500 square feet of floor area require one 2A10BC fire extinguishers in accordance with the California Code of Regulations, Title 19 and Title 24, Part 9.
- Floor surfaces shall be kept free and clear of combustible waste. Combustible waste shall be stored in an approved container until removed from the premises.

**J. GENERAL REQUIREMENTS**

- Fencing
- Exiting
- Fire Extinguisher locations.

**K. FIRE DEPARTMENT REQUIREMENTS**

- Fire department vehicle access maintained (20' minimum).
- All required exits kept clear and unobstructed.
- Exit signs (illuminated) provided and visible.
- Exit pathway illumination provided and operational.
- No hazardous or flammable materials near exits.
- LPG-fueled appliances not allowed without separate permit.
- Adequate clearance between heat producing appliances and combustibles maintained.
- Drapes, curtains, hangings and other decorative materials shall be flame resistant.

*(Please see attached for a full list of requirements.)*

**L. FIRE WORKS**

- A Fire Department Permit is required, a licensed pyrotechnician must conduct the display and a Fire Safety Officer must be present during the display.

**CONTACT INFORMATION**

Please contact the following departments to find out what additional information you will need to submit before submitting to the Building Department.

Planning Department:	(951) 765-2375
Business License:	(951) 765-2358
Fire Department:	(951) 765-2450
Utility Department:	(951) 765-2350
Engineer Department:	(951) 765-2360



REGULATIONS COVERING  
**Special Events**  
**Hemet Fire Department Checklist**

(Pumpkin Patch, Christmas Tree, Circus, Etc.)  
 CITY OF HEMET BUILDING DIVISION  
 445 E FLORIDA AVENUE, HEMET, CA 92543  
 (951) 765-2475

INFORMATION  
 BULLETIN  
**122**  
 February 2008

Name of Production/Event: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

These items are the minimum requirements to be enforced at Special Events, Production Locations, Approved Production Facilities, and Events Involving Tents and/or Canopies. For exact code references, see California Code of Regulations, Title 19 and Title 24, Part 9 (2007 California Fire Code).

I.		Yes	No	N/A	Corrected
I.	Access and Parking				
A.	Fire department vehicle access maintained (20' minimum).	G	G	G	G
B.	Fire hydrants, sprinkler and standpipe FDC unobstructed. (3' minimum)	G	G	G	G
C.	Parked or stopped vehicles not blocking exit doors.	G	G	G	G
D.	Special effects truck(s) parked in designated location.	G	G	G	G
E.	Vehicles parked 20' minimum from any tent.		G	G	GG
II.	Exiting				
A.	All required exits kept clear and unobstructed.	G	G	G	G
B.	Exit signs (illuminated) provided and visible.		G	G	GG
C.	Exit pathway illumination provided and operational.	G	G	G	G
D.	No hazardous or flammable materials near exits.	G	G	G	G
E.	Minimum 3' aisles and 4' perimeter aisles in Approved Production Facilities.	G	G	G	G
III.	Electrical and Lighting				
A.	Cords, cables, boxes, fixtures and appliances in good condition.	G	G	G	G
B.	Cables properly protected, bundled, etc.	G	G	G	G
C.	Cables flown or bridged crossing exit ways or paths of travel.	G	G	G	G
D.	Electrical panels unobstructed with dead fronts or tagged by Bldg. & Safety.	G	G	G	G
E.	Combustible materials kept clear of light fixtures.	G	G	G	G
IV.	Fire Protection Equipment				
A.	Cords, cables, boxes, fixtures and appliances in good condition.	G	G	G	G
B.	40-B:C extinguisher provided for generator and kitchen area.	G	G	G	G
C.	Sprinkler system riser, valves and heads unobstructed.	G	G	G	G
D.	Proper extinguishers provided for type of special effects.		G	G	GG
V.	Generators - A separate building permit is required				
A.	Generator parked in approved location attended while operating.	G	G	G	G
B.	Generator free of fuel leaks and not refueled while operating.	G	G	G	G
VI.	Smoking Control				
A.	No interior smoking is permitted, unless part of performance.	G	G	G	G
B.	NO SMOKING signs posted and enforced by responsible party.	G	G	G	G
C.	No smoking within 50' of special effects or 25' of flammable liquids.		G	G	GG
VII.	Heat Producing Appliances				
A.	LPG-fueled appliances not allowed without separate permit.	G	G	G	G
B.	Adequate clearance between appliances and combustibles maintained.	G	G	G	G
VIII.	Flammable Liquids and Gases				
A.	Flammable gases & liquids stored in approved containers & identified.	G	G	G	G
B.	No refueling of vehicles or equipment while operating.		G	G	GG
C.	No LPG permitted without separate Fire Dept. Permit.	G	G	G	G
D.	Spray finishing operations with flammable liquids done in spray booth.	G	G	G	G

REPORT COMPLETED BY :

OWNER/RESPONSIBLE PARTY NOTIFIED:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Production/Event Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Other FSO's: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_