



**CITY OF AUBURN**  
1225 LINCOLN WAY, AUBURN, CA 95603  
PHONE: 530-823-4211

**STREET CLOSURE/ASSEMBLY/PARADE APPLICATION**

Today's Date: \_\_\_\_\_

**Applicant Information**

Name of Applicant: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Event Information**

Event Title: \_\_\_\_\_

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

Is your Event a Saturday or Sunday Yes \_\_\_\_\_ or No \_\_\_\_\_

Event Hours: \_\_\_\_\_ Set-Up/Tear Down Hours: \_\_\_\_\_

Street Closure Location: \_\_\_\_\_

Route of Travel: \_\_\_\_\_

Type of Units (animals, vehicles, pedestrians, etc.): \_\_\_\_\_

Number of Units: \_\_\_\_\_ Party Responsible for Clean Up: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Traffic Control Needed? \_\_\_\_\_ Police Officers Needed? \_\_\_\_\_ Barricades Needed? \_\_\_\_\_

Party Responsible for Obtaining Barricades: \_\_\_\_\_

For Dismantling: \_\_\_\_\_ Roadway Signs Needed: \_\_\_\_\_ Yes \_\_\_\_\_ No

Encroachment Permit Needed? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes: Party Responsible for Obtaining \_\_\_\_\_

Will be requesting an ABC Permit? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Provide a Site Map showing the position of barricades and signs.**

Restrooms to be open after hours: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what time? \_\_\_\_\_

**NOTE:**

- Only organic materials may be used for race striping and must be washed away by the applicant at the conclusion of the event.
- Any event affecting state highways (including historic Lincoln Way) must have an application submitted at least 45 days prior to the time indicated for the commencement of the planned activity.
- All other applications are to be filed 30 days in advance.
- You may be required to pay to hire any additional personnel for the safe operation of your event.
- Applicant is responsible for the replacement of any traffic control devices/barricades damaged or not returned after the event.
- Old Town and Downtown Restrooms Hours: 9:00 am -6:00 pm (October – March) and 9:00 am – 7:00 pm (April – September)

**Signature of Applicant:** \_\_\_\_\_

*The following is to be completed by the City of Auburn Personnel for additional staff support.*

\_\_\_\_\_ Denied due to \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Approved, pending ratification of listed stipulations:

Additional Stipulations: \_\_\_\_\_

"No Parking" signs to be posted 24 hours in advance? \_\_\_\_\_ Yes \_\_\_\_\_ No

Deposit Required: \$ \_\_\_\_\_ Event Fees Due: \$ \_\_\_\_\_ (Make check payable to: The City of Auburn)

Signature of Applicant (if additional stipulations are listed): \_\_\_\_\_ Date: \_\_\_\_\_

[ ] Provide Site Map Indicating Emergency Access/First Aid & Parking Areas

[ ] Attach Non-Profit Papers

[ ] Security Deposit (\$200.00) – Check Payable to the City of Auburn

[ ] Certificate of Insurance Naming the City of Auburn, City Officers/Agents & Employees as Additional Insurance  
(Minimum \$500,000 Liability)

[ ] Written Consent of Owners

[ ] Department Head pre-approval for additional staff support.



CITY OF AUBURN

# FIRE DEPARTMENT

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## FIRE DEPARTMENT APPLICATION FOR SPECIAL EVENT

**For Information on special events, please refer to:  
GUIDELINES/REQUIREMENTS FOR PLACES OF ASSEMBLY, SPECIAL EVENTS, AND  
OUTDOOR EVENTS**

Name of event:	_____
Name of Organization conducting event:	_____
Responsible Person(s) in charge of event:	_____
Phone:	_____ Email: _____
Location of event:	_____
Indoor [ <input type="checkbox"/> ] Outdoor [ <input type="checkbox"/> ] Public Property [ <input type="checkbox"/> ] Private Property [ <input type="checkbox"/> ] Other [ <input type="checkbox"/> ]	_____
Expected number of participants:	_____ Date(s) of event: _____
Hours of event (beginning to end):	_____
Brief description of event:	_____
Signature of Applicant:	_____ Date: _____
<ul style="list-style-type: none"><li>• Attach layout of event</li><li>• Attach narrative of event activities</li></ul>	

For Fire Department Completion:

Approved [ ☐ ] Denied [ ☐ ] \_\_\_\_\_

Inspection Required: Yes [ ☐ ] No [ ☐ ] Date of inspection: \_\_\_\_\_ Fee Amount \_\_\_\_\_

Special Conditions:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



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## GUIDELINES/REQUIREMENTS FOR PLACES OF ASSEMBLY, SPECIAL AND OUTDOOR EVENTS

### INTENT

It is the intent of this guideline to provide minimum requirements to operate a place of assembly, special event in a place of assembly, special outdoor event (parade, march, demonstration, etc.), or festival. An assembly is an occupancy or event of 50 or more gathered together for education, worship, entertainment, drinking, dining, amusement, fairs, community events, or similar type events. It is intended to provide a safe environment for patrons, business owners, and employees of establishments serving 50 or more in a place of assembly or outdoor event.

An assembly permit, event permit, and/or business license may be required. Check with the local authority; City, County, or Fire Department on requirements for permits.

All assembly events and locations are subject to field inspection and approval prior to the event.

Additional requirements may be implemented based on the number of attendees, type and location of event, or any other situations that could create unsafe environment for participants.

### INDOOR EVENT REQUIREMENTS

#### GENERAL

- For special gatherings and events (non-reoccurring events), fire approval is required. An event application shall be completed and submitted to the fire agency to include a narrative description of the event and building layout. It must include, but is not limited to: exits, exit ways, fire extinguishers, and seating arrangements. Any special use such as open flame devices are to be listed and approved prior to use. A fire inspection may be required prior to the event commencement, applicable fee(s) for inspection may be required.

#### ADDRESSING

- Approved address numbers shall be placed on all buildings or suites as to be plainly visible.

#### EXITING REQUIREMENTS

- The capacity of any room with an occupant load over 50 shall be posted in a conspicuous place on an approved sign.
- Exit signs shall be provided above all exits.
- Exit signs shall be internally or externally illuminated.



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- Emergency lighting shall be provided for an occupant load of 100 or more.
- Exit doors shall not be provided with a latch or lock unless it is panic hardware.
- Exit doors shall swing in the direction of travel for occupant loads of 50 or more.
- Exit corridors shall not be obstructed in any manner.
- Aisle widths in public seating areas shall be 36 inches where moveable seats or tables are placed on one side of the aisle only and 44 inches where such seats or tables are on both sides.
- Loose seats or folding chairs that are not fixed to the floor shall be bonded in groups of three or more (Exceptions: less than 300 such seats, tables provided for dining purposes).

### **FIRE-PROTECTION SYSTEMS**

- Portable fire extinguishers with a minimum of 2A-10BC rating shall also be provided for each 3,000 sq. ft. of floor area. The maximum travel distance to any extinguisher shall not exceed 75 feet. All extinguishers shall be serviced annually by a licensed contractor.
- All existing sprinkler systems and/or fire alarm system components shall be maintained in an operable condition.

### **ELECTRICAL HAZARDS**

- Extension cords shall **never** be used as substitutes for permanent wiring.
- Surge protectors can be used if plugged directly into an electrical outlet. Surge protectors shall never be “daisy chained” or plugged into one another.
- Surge protectors shall be UL approved.
- A clear and unobstructed means of access with a minimum width of 30 inches, depth of 36 inches, and height of 78 inches shall be maintained in front of all electrical panels.

### **HOUSEKEEPING**

- Combustible decorative materials (curtains, drapes, hangings, vegetation) shall be flame resistant.
- Storage shall be maintained 2 feet below the ceiling in non-sprinklered areas and 18 inches in sprinklered areas.
- Fire resistive construction, i.e. ceiling tiles, shall be maintained and repaired as needed.
- Use of candles or open flames in a public assembly shall be approved by the local fire agency.
- Flammable liquids shall not be used or stored without approval of the fire agency.

### **OUTDOOR EVENT REQUIREMENTS**

#### **GENERAL**

- For outdoor gatherings and events, fire approval is required. An event application shall be completed and submitted to the fire agency to include a narrative description of the event, site plan depicting layout and locations. It must include, but is not limited to: fire lanes,



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aisles, position of booths, rides, buildings, parking areas, cooking areas, open flame devices such as fire pits, generators, exits, exit ways, fire extinguishers, and seating arrangements. Tent use may require specific floor plans to be submitted. All required distances shall be indicated on the site plan. A fire inspection may be required prior to the event commencement, applicable fee(s) for inspection may be required.

### OPEN FLAME DEVICES

- Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside of a booth or tent and must be located no closer than 10 feet from any building, while in open to the public unless approved by the fire agency. Cooking appliances shall be away from the general public.
- All compressed gas cylinders shall be secured to prevent from falling or being knocked over, this includes any LP gas cylinders.

### FIRE-PROTECTION SYSTEMS

- Fire Extinguishers: One portable fire extinguisher with a minimum of 2A:10BC rating is required at a minimum travel distance of 75 feet.
- When cooking with grease or oil a Class K rated fire extinguisher is required in the cooking area.
- All fire extinguishers shall be clear of obstructions and accessible for use.
- All fire extinguishers shall be charged and have a current inspection tag attached.
- The venue shall clearly identify fire extinguisher locations on the site plan.

### EMERGENCY ACCESS TO THE EVENT

- Fire access shall be always maintained such that a fire engine or ambulance can navigate the event area.
- Parking for the event must be managed such that all vehicles are parked off the roadway on all roads used to access the event.

### ELECTRICAL HAZARDS

- No exposed wiring is authorized on the ground in public walkways, unless taped and secured.
- Electrical wiring shall not be placed in gutter areas where water or other liquids are present.

### TENTS AND TENT STRUCTURES

- Regardless of tent size, heating devices shall not be used inside tents and tent structures.
- Tents and membrane structures having an area more than 400 square feet shall be approved by the fire agency.



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- Tents shall be labeled and certified as flame resistant with a CA Office of State Fire Marshal label.
- Tents shall not be located within 20 feet of buildings, other tents, parked vehicles, or internal combustion engines unless approved by the fire agency.
- All tents shall be anchored to withstand the elements of weather and prevent against collapsing.
- Combustible materials such as hay, straw, and shavings shall not be in any tent and combustible trash shall not accumulate in a tent during the event.
- No smoking allowed in tents.

### GENERATORS

- A minimum 2A:10BC fire extinguisher shall be in the location of the generator.
- Exhaust of the generator shall be a minimum of 10' away from any openings, tents, building, and any combustible materials.
- The generator shall be isolated from the public during use.
- Extension Cords/temporary power cords from generators shall not be affixed to structures, extended through walls, or subject to environmental or physical damage. Cords must be secured to prevent a tripping hazard. Large diameter cords must be provided with cord bridges or ramps to facilitate the crossing of wheelchairs, strollers, and similar wheeled equipment.

### FIRE DEPARTMENT APPLIANCES

- Such appliances as fire hydrants and FDC's shall not be obstructed during events.