

**City of Goodyear Development Services Department  
Building Safety Division  
Special Activity Permit Requirements**

**Events requiring permits shall comply with applicable Building Safety Division  
Department codes and other City requirements**

**A Fire/Building Safety Division Department Permit/Service Application and Site plan is required to be submitted for review and approval prior to the following events:**

- **Carnival, Fair, Outdoor assembly event**
- **Amusement building or Haunted House**
- **Trade shows/Exhibits**
- **Display of liquid or gas-fueled vehicles or equipment in event building outside displays.**
- **Fireworks, pyrotechnical special effects displays or devices**
- **Controlled and approved bonfires and recreational burning**
- **Tent and Temporary Membrane Structures in excess of 400-sq. ft. Canopies in excess of 700-sq. ft.**

### **Definitions**

#### **Carnival, Fair, Outdoor assembly event**

A public gathering for deliberation, entertainment, eating, drinking, amusement, or similar uses in a place or location outside the confines of a building.

#### **Amusement building or Haunted House**

Occupancy used as a special amusement building.

#### **Trade Shows/Exhibits**

A gathering of booths and displays representing commercial business or industry publications, sales, competition or demonstration for public display.

#### **Fireworks, pyrotechnical special effects displays or devices**

Fireworks and pyrotechnical designed primarily to produce visible effects by combustion that comply with the construction, chemical composition, and labeling regulations.

#### **Bonfires or Recreational Burning**

Controlled and approved kindling or maintaining any open fire of cut tress, vegetation or lumber.

#### **Tent and Temporary Membrane Structures in excess of 400-sq. ft. Canopies in excess of 700-sq. ft.**

A tent or canopy is a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects. Canopies can be opened without sides or drops on 75 percent or more of the perimeter. Temporary membrane structures include air-supported structures.

#### **Combustible and Decorative Materials**

Combustible materials used for decoration effects such as curtains, draperies, streamers, paper, straw and other similar materials.

### **Plan Submittal Requirements**

#### **Site plan**

Two (2) copies of the plans shall be submitted for review with the Building Safety Division and a completed special event permit application.

Permit applicant shall provide a list of vendors for the event with the plan submittal.

Plans shall be detailed to include booths, stages and distances to property lines, structures, parking area and other measurements specific to the event as noted.

**The following information shall be required on all plans:**

- Name and phone number of person(s) in charge during the event hour(s)
- Name of event
- Building(s) or types of structures to be utilized
- Dates and times of event proceedings
- Location and width of aisles, exits, and entrances to buildings and on the event grounds
- Fire extinguishers - provide & mount min 2A-10BC within 75 feet travel distance
- Location and types of booths—cooking, display concessions, etc.
- Approximate maximum occupant load in assembly areas
- Fire Department access roads, road closures access/service gates

**A copy of the approved plans shall be retained at the event. The event shall be set up as indicated on the approved plan(s). A site inspection prior to the event may be required.**

**Applicant shall call for an inspection during setup and prior to the event being opened to the public. Contact the Building Safety Division at 623-932-3004.**

## **General Inspection Requirements**

**The Building Safety Division will conduct an inspection of all events, booths and other areas. Inspections may be conducted during any phase of the event and during setup and operation.**

### **Fire Department Access**

- Access roads shall be provided throughout event grounds.
- The access road shall be minimum of 20 feet in width and have an unobstructed vertical clearance of 13 feet 6 inches.

### **Fire Extinguishers**

- Provide and mount one minimum 2A-10BC fire extinguisher
- Fire extinguishers to be within 75' of travel distance (additional requirement for cooking operations listed below).
- Fire extinguishers shall be accessible.
- Fire extinguishers shall be serviced annually and have a tag indicating service date attached.

### **Flammable and Combustible Liquids**

- Liquids used for cooking are not allowed inside any building.
- Open flame devices are prohibited in booth areas except as approved.

### **Cooking Operations**

- A minimum 40 BC fire extinguisher shall be located at each location where cooking is done within 50' of travel distance (A minimum 2A-40BC is recommended to cover all hazard classes).
- Each person working in the booth shall be instructed in the use of the extinguisher by the vendor operating the booth.
- Cooking within a tent or canopy using solid fuels such as wood, charcoal, etc. is prohibited and must be placed in an open area.

### **Combustible and Decorative Materials**

- Combustible materials shall be limited to a one-day supply.
- Combustible materials shall be provided clearance from open flame, heat or appliances, which could cause ignition.
- Exits and aisles shall be maintained clear of combustible materials.
- Drapes, hanging curtains, and other decorative materials including Christmas trees shall be flame resistant treated.
- Approved Individual decorative items may be allowed.
- Hay, straw, trash and other combustible materials shall not be stored within 30 feet of tents, canopies or temporary membrane structures.

### **LPG (Propane) and Compressed Gas Cylinders**

- Cylinders must be secured in place to prevent falling.
- Connections shall be leak-free and tested with soapy water.
- All leaking connections, hoses or cylinders shall be repaired immediately upon identification of a leak.
- The storage and location of the cylinders must be noted on the site plan.
- Filling or refilling of any LPG or compressed gas containers shall be performed by a qualified person.

### **Exits and Aisles**

- Exits and aisles shall be clear of obstructions.
- Booths shall maintain a maximum travel distance of 150 feet from an exit.
- Overcrowding beyond approved capacity is not permitted.

### **Candles and Open Flame Devices**

- Permitted for use in places approved by the Fire Department only.

### **Smoking Inside Buildings and Structures**

- No smoking signs shall be posted when required.
- Smoking may be permitted in designated areas only.

### **Electrical Wiring**

- Household extension cords cannot be used for booth set up.
- All cords must be maintained in good condition.
- Cords must be plugged directly into an approved permanent receptacle and unplugged when not in use.
- Power strips with electrical current breakers may be used as temporary wiring.

### **Concession Stands**

- Concession stands shall be located a minimum of 10 feet from structures or amusement rides or devices.
- Provide a minimum 10 foot clearance on two sides of each concession stand.

## Standby Personnel

- When required by the Building Safety Division, additional personnel may be required to insure public safety.

## Permit Requirements Specific to the Event Type

**Tents and Temporary Membrane Structures in excess of 400-sq.ft.  
Canopies in excess of 700 sq. ft**

### Additional Site and Field Requirements

- Parking of automobiles or other internal combustion engines to be a minimum of 30 feet from tent, canopy, etc.
- Tents, canopies or temporary membrane structures shall be a minimum of 20 feet from structures.
- Provide square footage of tents, canopies, etc..
- Tent distances to property lines, buildings or other tents (see table 32 below).
- **All Tents will be anchored or supported.** Indicate the type of anchoring (staking) or supports (bracing) to be used for the purpose of structural stability and placement of all ropes. Sandbags, cement blocks, plastic or metal stakes can be used as anchoring/support. Water barrels are not acceptable means of anchoring or supports.
- Provide a certificate of flame resistant treatment of materials for **all tents, canopies and temporary membrane structures used for cooking and with open flame.**
- Note the type of exit illumination and placement of emergency lighting.
- Indicate seating arrangement, type and placement.
- Note estimated number of people inside tent during event.
- Exits shall remain open and curtains must be free sliding on a metal support.
- Tent sides shall be a minimum of 44 inches from seating areas.
- Flammable or combustible liquids shall not be stored within 50 feet of tents, canopies or temporary membranes.

**TABLE 3205-A—LOCATION, ACCESS AND PARKING FOR TENTS, CANOPIES  
AND TEMPORARY MEMBRANE STRUCTURES**

FLOOR AREA (Square Feet)	MINIMUM SEPARATION FROM ANY PROPERTY LINE, BUILDING, OTHER TENT, CANOPY, OR TEMPORARY MEMBRANE STRUCTURE <sup>1</sup>	MINIMUM FIRE ACCESS ROADWAY WIDTH <sup>2</sup>	MINIMUM DISTANCES FOR THE PARKING OF AUTOMOBILES OR OTHER INTERNAL COMBUSTION ENGINES
X0.0929 for m <sup>2</sup>		X304.8 for mm	
0-5,000	20 feet <sup>3</sup>	12 feet	30 feet
5,001-15,000	30 feet <sup>3</sup>	20 feet	40 feet
Over 15,000	50 feet	20 feet	60 feet

<sup>1</sup> For the purposes of required distances, support ropes and guywires are to be considered part of the tent, canopy and temporary membrane structure.

<sup>2</sup> A fire access roadway in accordance with Section 902.2 is required when deemed necessary by the chief.

<sup>3</sup> Tents, canopies and temporary membrane structures are allowed to be separated from each other by a minimum of 10 feet (3048 mm) or the required exit width, whichever is greater, when the accumulated area of adjacent tents, canopies, or temporary membrane structures is less than 15,000 square feet (1394m<sup>2</sup>).

## **Fireworks and Pyrotechnic Special Effects Material**

### **Additional Site Requirements**

- Procedure for control of discharge/fall out site submitted for review.
- Provide a means for total submersion of all unexploded shells from display.
- Storage location and storage time prior to shoot to be noted on site.
- The Fire Department may require a demonstration depending on size of show or shooters experience.
- Conform to all general requirements for site plan.
- Securement and location of mortars and trough setup must be noted on site plan.
- Certificate of Insurance must be submitted along with site plan (City of Goodyear must be noted as additional insured).
- Type, number and size of shells for display.
- Product information on fireworks or pyrotechnic special effects materials type & size.
- All fireworks and pyrotechnic displays must conform to NFPA 1123, 1124 and the International Fire Code effective at the time of application.
- Conform to all general requirements of above event type.

### **Fireworks & Pyrotechnic Shooters/Technicians/Spotters requirements**

- Spotter or assistants' minimum age of 18 required to enter the fall out area.
- Technician/Shooter minimum age of 21 required.
- Technician/Shooter/Spotter require Certificate of Fitness or qualification, experience and references
- ATF license to purchase fireworks

### **Indoor Pyrotechnical Special Effects Displays**

- Display setup will be closely monitored and be considered and approved on a case by case request.
- Owner to provide release of liability.
- The Fire Department will require a demonstration depending on size of show and/or shooters experience.

## **Controlled Bonfires and Recreational Burning**

### **General Requirements**

- All requirements for bonfires and recreational burning must comply with International Fire Code and the Maricopa County Air Quality Department.
- Open burning of rubbish containing paper products is prohibited.
- Bonfires and recreational burning shall not be conducted within 25 feet of any structure or other combustible materials in a contained pit.
- Clearance can be reduced when burning is conducted in an approved burning appliance not less than 25 ft-when pile size is 3 ft or less in diameter and 2 ft or less in height.
- A garden hose or fire extinguishing equipment shall be readily available for use at burning sites.
- Burning materials shall be constantly attended by a person knowledgeable in the use of fire extinguishing equipment and familiar with the permit limitation.
- The attendant shall remain to supervise the burning materials until the fire has been extinguished.
- The fire department shall require the fire be immediately discontinued if the fire department determines that smoke emissions are offensive to occupants or surrounding property or if the fire constitutes a hazardous condition.