

## **SPECIAL EVENTS GUIDELINES FOR EVENT COORDINATORS AND VENDORS**

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 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 key to successful relationships, and hope that the following information, which addresses our common goal of public safety through permits and floor plan approvals are one component of that communication.

For information in the following areas please contact Lt. Shelburne with Public Assembly at 720-913-3510 or 720-556-2600 or [SpecialEventsDFD@denvergov.org](mailto:SpecialEventsDFD@denvergov.org)

Items that require a fire permit: **Candles/Open Flame, Tents, Canopies, Temporary Heaters, Temporary Generators, Propane Natural Gas Liquid and Solid Fuel-Fired Equipment, Carnivals and Fairs, Parades with Floats, Pyro (Indoor/Outdoor), Flame Effects, Fire Pits, Fire Dancing, Foggers or Hazers.**

1. **Carnivals, street fairs or markets** that use any of the above items are required to have a **SPECIAL EVENT PERMIT** issued by the Fire Department prior to the starting of the event.
2. It is the responsibility of the event organizer and vendor to ensure that all necessary permits are obtained for the event. A printed copy of the necessary fire permit is required and should be posted in individual vendor sites and available upon request.

### **Event Coordinator and Responsibilities**

- Apply for the overall event permit (example: Market/Fair/Parade permit) that includes any of the above listed permissible items.
- Ensure that all Vendors at your event have their appropriate permit for any of the above listed permissible items.
- Ensure that all Food Trucks at your event have a current fire permit and are licensed.
- Provide necessary site plans of your event in your permit application.

### **Site Plans** should include:

1. Location of all tents, temporary generators, temporary heaters, firepits, cooking areas, and propane storage areas.
2. Location of all fencing, entrances, exits, and emergency exits.
3. Distances of the event from buildings, streets, and fire hydrants.
4. Maps of the event grounds including Vendor locations are required to be placed near entrances/exits to assist emergency responders during an emergency.
5. For events with **street closures or partial closures**:  
Emergency vehicle access in streets adjacent to the event site include a **minimum 20'** clearance for emergency vehicles unless otherwise specified in your fire permit. Hydrants require a **minimum 3'** clearance for emergency operation.

### Items to note for Event Organizers and Vendors:

- Re-fueling is not allowed while the event is open to the public. This includes the changing out of propane cylinders during your event or re-fueling of generators.
- An **on-site inspection** may be required for your event by Fire Department personnel. This inspection will include the following items:
  1. Ensuring that event organizers and vendors have their appropriate fire permits on hand.
  2. Cooking is **not allowed under tents, canopies, or inside of booths.**
  3. Ensure that all propane cylinders are away from the public and secured so that they will not tip over, and that all connections are tight to prevent leaking of gas. Fire inspectors will ensure that gas connections are not leaking using a gas meter.
  4. Ensuring that there are enough fire extinguishers on site and in the vendor booths and tents and in areas where cooking or open flame takes place.
  5. Cooking with grease and oils requires a metal lid to cover container in the event of rain or snow. Additionally, a **class K** fire extinguisher is required for **cooking with oil** with an annual inspection tag.
  6. Extension cords must be outdoor-rated and must not be laying in an area where water might accumulate. Cords should be tended and maintained to not become a tripping hazard.
  7. Food Trucks require an **annual fire permit** and are limited to **80 pounds of propane**. Food trucks must be spaced 10 feet apart, bumper to bumper.

### Vendor Responsibilities

- Ensure you have your appropriate fire permit if using any of the above listed permissible items.
- Be ready for an on-site inspection from Fire Department personnel and follow the above on-site inspection guidelines.
- No heating or cooking is allowed under tents or canopies.
- When cooking, a metal trash can with lid must be on site and used to smother small flames.
- Minimum of **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all vendors cooking, or within tents/canopies.
- Cooking with **oil or grease** requires **ONE (1) Type K** fire extinguisher serviced in the last year.
- Fire permits **must** be current and on-site in possession of the vendor.
- Propane cylinders shall be staked and chained to prevent tipping.
- Propane cylinders shall be protected from traffic both vehicle and pedestrian.
- Propane cylinders may not be changed out during event operating hours.
- Each vendor site permit is limited to a total of **300 pounds** of propane.

### Tents & Canopies

- Permits are required for **tents over 200 square feet** or larger and **canopies over 400 square feet.**
- Tents and canopies must have a **certification of flame resistance** included in the permit application.
- **Site plan** showing distances to other structures, buildings, streets, alleys, and parking areas.
- Floor plan indicating all chairs, tables, stages, or other obstructions to exits. Location and widths of all exits and emergency exits should be included.
- No heating or cooking is allowed under tents or canopies.
- No flammable/combustible liquid or propane shall be used or stored in a tent or canopy.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all tents and canopy use.

## Temporary Heating

- A permit is required for all temporary heating.
- Types: Propane, diesel, electric, natural gas, or kerosine-powered
- For blow-in type heaters, include the **make/model** you are requesting to use including the type of fuel used for the heater and the size or propane cylinder or capacity of the fuel tank.
- Fuel is calculated and assessed separately.
- No refueling of heaters while the event is open to the public.
- Propane cylinders are to be secured away from the public and so they will not tip over.
- Mushroom heaters can obtain a temporary or annual permit.
- Mushroom heaters shall not be used under tents or canopies.
- Mushroom heaters shall not be within 10' of any opening in a building.
- Electric heaters should be UL listed and equipped with a limit switch that deenergizes the heating element(s) if the unit is not in an upright position.
- No extension cords are allowed for electric heaters.

## Generators

- Generators **over 5kW** require a fire permit.
- Generators may not be refueled while the event is open to the public.
- Please include the **make/model** of the generators you are requesting to use for including the **type of fuel** used in the generator and the **capacity of the fuel tank**.
- Fuel is calculated and assessed separately.

## Parades with Floats

- Each ground and air float entry requires a fire permit.
- A float safety inspection is required before the start of the event for each ground float.
- Each float is **required** to have at least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year. (even if a generator is not present)
- Each **generator over 5kW** requires a fire permit. Included in the permit will be the make/model, fuel type, and tank capacity. Minimum 12" clearance from combustibles is required. No refueling of the generator is allowed or storage of extra fuel.
- Riders must have a solid sitting arrangement with handholds readily available to them.
- With standing riders, a safety rail, barrier, or rope with a minimum **42" height** must be secured to the outside of the float.
- Throwing of candy or other objects from a float is not allowed. Handing out items to spectators from walking parade participants is allowed.
- A current **Certificate of Insurance** (COI) is required for all parades with floats naming the City and County of Denver as the co-insured.

## Pyrotechnics

- All indoor and outdoor pyrotechnics requires a fire permit.
- For all indoor pyrotechnics, a demonstration is required prior to the start of the event.
- For outdoor displays, a scheduled load-in safety inspection if required.
- For all indoor and outdoor pyrotechnics, a safety pyrotechnic regulator is required to be present during the event from the Denver Fire Department.
- A current **Certificate of Insurance** (COI) is required for all pyrotechnics naming the City and County of Denver as co-insured or the facility it is shot within.

- Current Colorado Pyrotechnic Operator license is required for all pyrotechnic shoots.
- A site map listing locations and type of the product being used shall be provided. Minimum **15-foot separation** distance from the audience is required.
- A complete product list and all MSDS (SDS) forms of the product are required.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all pyrotechnics.
- **All Cold Spark Machine use requires a special event fire permit and falls under the same requirements listed above for pyrotechnics.**
- Cold spark machines 'Sparkulars' require a Class D fire extinguisher (for metal fires)
- Fog/Haze machines, while not pyrotechnics, require a fire permit. If any or all of the fire alarm system is taken off-line for the use of a fog machine, firefighter stand-by is required for each event. (See specifics listed below.)

### Flame Effects

- All flame effects require a fire permit.
- A **Certificate of Insurance** (COI) is required listing the flame effects being used and naming the City and County of Denver as co-insured.
- A **current Colorado Pyrotechnic Operator license is required** for all flame effects.
- A demonstration is required prior to the start of the event.
- A safety pyrotechnic regulator is required to be present from Denver Fire during the effects shoot.
- A site map of the flame effects is required including setbacks from the audience and LPG location.
- Set list (operation times obtained from the shooter)
- When using propane-fueled effects, **LPG needs to be 25 feet** from the effect, secured from the public, and ensured that cylinders will not tip over.
- No changing of LPG cylinders during the event is allowed.
- Safety barriers with a minimum of 15 feet separation from the audience is required (non-flammable barriers like cattle guard, bike racks, metal fencing).
- Supporting pictures or video of the flame effect/art may be required for the permit or a demonstration of the flame effect/art may be required prior to the event date.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all flame effects.

### Fire Dancing/Fire Performances

- All fire dancing or fire performances require a fire permit.
- **Certificate of Insurance** (COI) is required listing the fire performance being used naming the City and County of Denver as co-insured.
- Site plan of the performance area listing all distances from other objects or nearby flammables, crowd, buildings, fuel storage areas, number of performers, and safety personnel on site.
- Complete list and quantity of all fuels, props or flammables used.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all fire performances. This extinguisher shall be staffed any time open flame is present. (A wet towel may be used for extinguishing flames in a controlled manner, but the other extinguishers must be present in case of emergency).
- Precautions shall be taken to avoid spilling or dripping of any fuel or product
- A spin off area shall be away from ignition source and people.
- There shall be always one assistant per fire dancer.
- Minimum 15' separation from the crowd shall be maintained.

- Supporting pictures or video of the performance/performers may be required for the permit or a demonstration of the performance may be required prior to the event date.
- Depending on the size or complexity of the performance, **ONE (1) firefighter may be required** to be present during the fire performance.

#### **Fueled Vehicles Indoors**

- All fueled vehicles displayed or operating indoors before an audience requires a fire permit.
- Display vehicles shall have no more than  $\frac{1}{4}$  tank of fuel or **5 gallons max**.
- Display vehicles shall have their battery disconnected and require a load-in inspection by fire department personnel.
- Fueled display vehicles indoors will require at least **ONE (1) detail firefighter move-in inspection** at the cost of the show organizer

#### **Fog/Haze Machines**

- **All fog or haze machine use requires a special event permit.**
- The permit can be obtained on an event-by-event basis or as an annual permit.
- Annual permits are limited to the same venue.
- Fog or haze machine permits obtained by a facility can be extended for use to performers, touring shows, or rotating events within the facility.
- If any or all of the fire alarm panel has to be taken off-line, placed in test mode, or in any way compromised for the use of the fog/haze machine, a detail firefighter needs to be present for the event.
- If you are unsure if a fog/haze machine will place your fire alarm system into alarm, contact Chuck Dugue with Special Details to set up a time to test your facility with the machine while in test mode.
- When the fire alarm system is disabled for fog/haze use, depending on the size of the facility or number of attendees, more than one detail firefighter **may** need to be staffed to monitor the fire alarm panel and walk the facility.
- Contact **Technician Chuck Dugue** for **Special Detail firefighter staffing** at: [Charles.Dugue@denvergov.org](mailto:Charles.Dugue@denvergov.org), 720-913-3447, 720-668-6899



**DENVER**  
OFFICE OF SPECIAL EVENTS

# **EVENT PLANNING GUIDE**

## **Office of Special Events**

This guide will help you understand citywide requirements and the necessary permits to hold a public special event in the City and County of Denver. It will help guide you on what you need to do and when you need to do it.

**Office of Special Events**

DenverEvents@DenverGov.org

Revised July 30, 2024



## Welcome!

The Office of Special Events (OSE) is glad you chose to hold your event in the City and County of Denver.

Denver is the proud host of hundreds of unique, exciting, fun, and safe events that are held in public parks and on public streets every year. Event organizers like you, various City agencies, residents, and businesses are all important partners in this work.

This [Event Planning Guide](#) along with the OSE staff will help you understand and navigate the permitting processes that are relevant to your event and to meet critical deadlines.



Please review this Guide thoroughly as it provides a comprehensive overview of Denver's event-related requirements and answers many common questions.

-- The City and County of Denver's Office of Special Events

**TABLE OF CONTENTS**

- I. IS AN OSE PERMIT REQUIRED FOR YOUR EVENT?..... 1**
- II. FIRST STEPS OF THE EVENT APPLICATION PROCESS ..... 2**
- III. EVENT APPLICATION TIMELINE ..... 3**
- IV. HOW TO MEET DENVER’S EVENT REQUIREMENTS..... 4**
  - A. SITE PLAN GUIDELINES ..... 4
  - B. EVENTS IN DENVER PARKS ..... 5
  - C. EVENTS ON DENVER STREETS ..... 6
  - D. PARKING METER RESERVATIONS..... 6
  - E. EMERGENCY MEDICAL REQUIREMENTS ..... 7
  - F. AMPLIFIED SOUND LIMITS..... 7
  - G. COMMUNITY NOTIFICATIONS ..... 8
  - H. REGIONAL TRANSPORTATION DISTRICT (RTD) REQUIREMENTS..... 9
  - I. EMERGENCY ACTION PLAN REQUIREMENTS..... 10
  - J. PARADES, RUNS AND RIDES ON DENVER STREETS..... 10
  - K. HIRING OFF-DUTY DENVER POLICE OFFICERS..... 11
  - L. HIRING EVENT SECURITY..... 11
  - M. SELLING OR SERVING ALCOHOL..... 12
  - N. GENERATOR REQUIREMENTS..... 13
  - O. TENT AND FIRE REQUIREMENTS ..... 13
  - P. STAGE AND STRUCTURE REQUIREMENTS..... 14
  - Q. SALES TAX LICENSING ..... 14
  - R. ADMISSION BASED EVENT REQUIREMENTS ..... 15
  - S. NEW for 2024! WASTE MANAGEMENT PLAN ..... 15
  - T. FOOD VENDOR APPROVAL AND LICENSING ..... 16
  - U. MARIJUANA RELATED GUIDELINES ..... 17
  - V. TATTOOS AND BODY PIERCING LICENSING ..... 17
  - W. WATER FEATURES APPROVAL ..... 17
  - X. FILM AND DRONE GUIDELINES ..... 18
  - Y. ENSURING ACCESSIBILITY..... 18
  - Z. GREENING UP YOUR EVENT ..... 18

# I. IS AN OSE PERMIT REQUIRED FOR YOUR EVENT?

To hold a public event outdoors on public property in the City and County of Denver, you must first determine what permits and requirements apply to your special event. To check if your event requires an Office of Special Events Permit (OSEP), use the checklist below.

**An OSE Permit is required for events that are:**

1. held on public property in the City and County of Denver (i.e., in parks, streets, sidewalks, alleyways or plazas), **AND**
2. are open to the public (e.g., publicly advertised, anyone can attend or buy a ticket, no invite list), **AND**
3. meet two or more of the checklist items below.

	YES	NO
1. Does your event take place partly or entirely within a Denver park?		
2. Does your event take place partly or entirely on a hard-closed Denver street, sidewalk, alleyway or plaza? (e.g., DOTI RSOP)		
3. Does your event require street rolling closures? (e.g., parade, race, run, walk or ride?)		
4. Will your event feature tents larger than 200 sq ft, propane, fireworks, open flames or floats?		
5. Will your event utilize generators larger than 5kW, stages or structures?		
6. Will anything be sold at your event? (e.g., tickets, food, beverage, alcohol, food (including food trucks), consumable CBD or merchandise)?		
7. Will your event feature body art, animals, or water features?		
8. Will your event utilize hired security or off-duty police officers?		
9. Will your event have marijuana themes, advertising, or sponsors? *If marijuana is your primary line of business, do not check		

If your event is open to the public, held outdoors on public property and you checked **YES** to **two or more** of the above items, you are required to submit an [\(OSE\) application](#) at least 60 days prior to the first day of your event **set-up**. Successful completion of all City and County of Denver requirements that are applicable to your event will result in the issuance of a required Office of Special Events Permit.

Events such as weddings, picnics, athletics, reunions, block parties, or events on private property are not required to submit an OSE application.

If you are still unsure whether or not you should submit an OSE application for your event, please [contact us](#).

## II. FIRST STEPS OF THE EVENT APPLICATION PROCESS

1. If your event requires an OSE Permit (OSEP), submit an OSE application no later than 60 days prior to the first day of your event set-up. While it is not expected that all event application details and requirements be finalized, the following are required at the time of submission:



- Applicant information (Section 1 of the OSE application)
- Event information (Section 2 of the OSE application)
- Initial site plan (Section 4 of the OSE application)
- Draft community notification flyer (Section 5 of the OSE application)
- Premise documents
  - i. Preliminary Park Permit for events in parks
  - ii. Traffic Control Plan for events in right-of-way (streets, sidewalks, or alleys)

2. OSE staff will check your application and assign an Event Permitting Specialist (EPS) to help you and answer questions. You can email or call your EPS, but most communication and managing your application will happen through OSE’s online application system called Eproval. Some steps require you to go through other departments’ application processes outside of Eproval.

3. Based on the information provided in your application, an invoice will be issued and requirements that apply to your event will be identified, and next steps communicated. Please see the table below for fees.

Total Number of Daily Attendees	Processing Fees
1 – 350	\$25
351 – 3,000	\$75
3,001 – 10,000	\$150
10,000+	\$250
Late Fees	
< 60 Days for Application	Equivalent to Application Fee for Expediting
< 5 Days for Permit Requirements	Equivalent to Application Fee for Expediting

4. You and your vendors (if applicable) will work with OSE and other City agencies to complete necessary permits and meet permit requirements.

5. All Denver permits and approvals must be obtained five days prior to the first day of event set up.
6. Once all permits and approvals from City agencies have been obtained, OSE will issue an OSEP indicating that all city requirements have been met and the event may move forward.

**Timing of Application Submissions:**

- **90 Days Prior:** First time and complex events are advised to submit their applications 90 days prior to the first event date.
- **60 Days Prior:** For events in Denver parks and in the public right-of-way, organizers must submit their applications 60 days prior to the first permitted date. Late submissions for events in parks will not be accepted and late submissions for events in the public-right-of-way will be assessed late fees.
- **30 Days Prior:** Special event applications submitted less than 30 days prior to the first event date will not be accepted by any City agencies.

### III. EVENT APPLICATION TIMELINE

The timeline guide below highlights the most common citywide requirements events will complete during the event permitting process. Not every event will need to complete all the following steps, and some less-common requirements are not listed. Refer to your Office of Special Events application to see which steps are required for your event.

Minimum 60 Days Prior to Event	
<b>Apply for a Park Permit</b> **If you want to hold your event in a Denver park, you must get your preliminary Park Permit BEFORE submitting an OSE application.	Denver Parks and Recreation
<b>Complete Special Event Application</b>	Office of Special Events
<b>Apply for a street or sidewalk closure</b>	Department of Transportation and Infrastructure
<b>Submit request to reserve parking meters</b>	Department of Transportation and Infrastructure
<b>Create an Emergency Medical Plan</b>	Department of Public Health and Environment
<b>Begin working with DDPHE on noise levels</b>	Department of Public Health and Environment
Minimum 45 Days Prior to Event	

<b>Submit plans to Regional Transportation District (RTD) for impacted bus routes or stops</b>	Regional Transportation District (RTD)
<b>Distribute initial community notifications</b>	Office of Special Events
<b>Minimum 30 Days Prior to Event</b>	
<b>Submit Emergency Action Plan</b>	Office of Special Events
<b>Apply for DPD permit for parades, walks, or runs on streets</b>	Denver Police Department
<b>Request off-duty officers</b>	Denver Police Department
<b>Apply for Special Events Liquor License</b> <i>Pre-requisites are required</i>	Excise and License Department
<b>Apply for Fire Permit(s)</b> <i>Earlier if also applying for a liquor license</i>	Denver Fire Department
<b>Licensed generator and stage contractors apply for Building and Electrical Permits</b>	Denver Development Services
<b>Ensure all vendors have proper sales tax licenses</b>	Denver Treasury Department
<b>NEW! Waste Management Plan</b>	Office of Special Events
<b>Ensure all vendors have proper food service licenses</b>	Department of Public Health and Environment and Excise and License Department
<b>All City Requirements Must be Met and Submitted 5 Days Prior to Event to Obtain an OSEP</b>	

## IV. HOW TO MEET DENVER’S EVENT REQUIREMENTS

The information below describes many of the requirements that must be met to hold a public event on public property in the City and County of Denver. Various City departments and the Regional Transportation District (RTD) manage different applications and approval processes. Most of these are included in the Event Application Timeline on the previous page. Not every event will need to complete all the following elements, some less-common requirements are not listed and not all details are included here. Refer to your Office of Special Event (OSE) application to see which steps are required for your event and consult with department contacts and your OSE Event Permitting Specialist (EPS) for more information.

### A. SITE PLAN GUIDELINES

---

**DEADLINE: 60 days prior to event**

**CONTACT: Office of Special Events, Assigned Event Permitting Specialist**

---

Draft site plans showing all elements of your event are required when submitting your OSE application. Site plans include, but are not limited to:

- Public entrances and exits

- Emergency exits and fence breaks
- Fire/emergency access lanes
- Street names
- Fencing and barricades
- All event infrastructure
- Tents, canopies, seating areas, stages, generators, portable toilets, trash/recycling containers, etc.
- Location of flammable gases, open flames, barbeque grills and/or pyrotechnics
- Placement of food trucks and other vehicles and/or trailers onsite
- ADA access

For races, runs, walks, and rides, please include a route map as well as a site plan of the start/finish area.

## B. EVENTS IN DENVER PARKS

---

**DEADLINE: 60 days prior to first permitted date**

**CONTACT: [park.permits@denvergov.org](mailto:park.permits@denvergov.org)**

---

Submitting an OSE application does **not** reserve park space; a separate Denver Parks and Recreation (DPR) permit application is required.

**If you want to hold your event in a Denver park, you must get your preliminary park permit BEFORE submitting an OSE application.** Parks fill up quickly and you must confirm the park you want is available before planning your event. Park permit applications must be submitted a minimum of 60 days prior to the first permitted date; however, most events apply for their park permit much earlier to ensure availability. Each year, historical events can submit park permit applications for the following year starting on September 1, while new and non-historical events can submit park permit applications starting November 1.

For example, if you want to hold a new or non-historical event in a park on June 10, 2025, you will need to submit a park permit application on or after November 1, 2024, and then you will need to submit an OSE application no later than April 10, 2025.



- Park permit resources for events, including information about fees and the application form can be found on the Denver Parks and Recreation website.
- Completed park permit applications are only accepted by email at [park.permits@denvergov.org](mailto:park.permits@denvergov.org) no later than 60 days prior to the first permitted date.

Once the park permit application is received, the request will be reviewed and if the space and date are available, a confirmation and invoice will be sent to you within 10 days.

DPR will give you a checklist outlining all park-specific requirements. All park-specific requirements are due no later than 21 calendar days prior to the event set-up date. **These DPR-specific requirements are not outlined in the OSE application** and both DPR and OSE requirements must be met for events taking place in a park.

## C. EVENTS ON DENVER STREETS

---

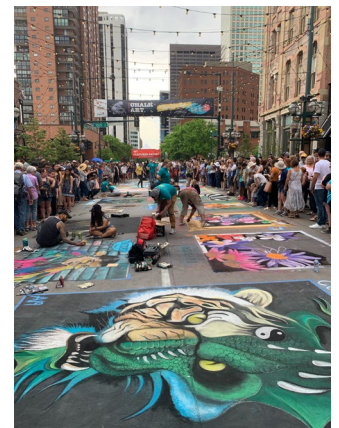
**DEADLINE: 60 days prior to event**

**CONTACT: [transportationtmc@denvergov.org](mailto:transportationtmc@denvergov.org)**

---

To close a public street, sidewalk, alley or plaza, you need to apply for a [Special Event Revocable Street Occupancy Permit \(SERSOP\)](#) from the Department of Transportation and Infrastructure (DOTI). To do so, you must upload the following documents to your OSE application.

- A traffic control plan from a barricade company of your choosing (we cannot recommend one for you).
- A certificate of insurance listing the City and County of Denver as the certificate holder.
- A Community Notification Flyer (details of the closure you will distribute to affected businesses and residents).
- A site map detailing what will be placed on the street or sidewalk.



Send questions about closing a street, alley, or sidewalk for your event to [transportationtmc@denvergov.org](mailto:transportationtmc@denvergov.org).

## D. PARKING METER RESERVATIONS

---

**DEADLINE: 60 days prior to event**

**CONTACT: 303-446-3759**

---

If you need to reserve parking meters for your event, you must obtain a Meter Bagging Permit from the Department of Transportation and Infrastructure (DOTI). Meters bagged for your event may be used for event infrastructure/event production and cannot be used for parking personal vehicles. NOTE: If you are closing streets, all meters within that closure must be bagged.

To obtain a Meter Bagging Permit you need to submit a [Special Event Meter Request Form](#) to [dotipermitoperations@denvergov.org](mailto:dotipermitoperations@denvergov.org) and pay related fees



within 48 hours of receiving the invoice. The application should be submitted at least 60 days prior to your event date to help ensure the meters you need are available. You can apply up to three days in advance of your event; however, there is no guarantee the meters you want will be available.

To complete the application, you must provide the meter numbers (located on the meters) for each meter you want to permit. Meter numbers may change from year to year, so visit the event site to verify the meter numbers each time you apply.

Bags will be placed on the reserved meter heads in advance of your event. Yellow bags signify only vehicles displaying the meter permit can park at those metered spaces. Red bags signify that NO vehicles can park at those spaces.

Please call the DOTI Meter Team 303-446-3759 with questions.

## **E. EMERGENCY MEDICAL REQUIREMENTS**

---

**DEADLINE:** 60 days prior to event

**CONTACT:** [DDPHEInformation@denvergov.org](mailto:DDPHEInformation@denvergov.org)

---

Event organizers must be prepared for injuries and accidents to happen at their events. Denver's Department of Public Health and Environment (DDPHE) developed Emergency Medical Requirements (EMR) and rules and regulations to help protect public health at special events.

All events must develop a Health and Medical Plan (HMP) in order to meet the EMR using the following resources:

- The [EMR fact sheet](#) outlines the components of an HMP, including the submission and review process.
- The [Special Event Health and Medical Plan Matrix](#) outlines the different requirements and recommendations based on estimated attendance and footprint.
- A [Special Events Health and Medical Plan Sample Template](#).

Visit [DDPHE's website](#) for more information. Additionally, DDPHE can meet with event organizers one-on-one to review their HMP and provide feedback.

Email [DDPHEInformation@denvergov.org](mailto:DDPHEInformation@denvergov.org) to request a meeting.

## **F. AMPLIFIED SOUND LIMITS**

---

**DEADLINE:** 60 days prior to event

**CONTACT:** [justin.lamascus@denvergov.org](mailto:justin.lamascus@denvergov.org) and [nathaniel.rosenberg@denvergov.org](mailto:nathaniel.rosenberg@denvergov.org)

---

Review the [Denver Special Events Noise Fact Sheet](#) to learn about permissible noise levels and how to manage and monitor them during your event.

If your event includes any type of amplified sound (e.g., live music, DJs, speakers, airhorns, musical instruments, generators, etc.), it is critical you understand and comply with the Denver Noise Ordinance. **Noise Ordinance citations can result in fines up to \$5,000 per day.**

The Denver Department of Public Health and Environment (DDPHE) requires all event applicants to complete and upload the [Noise Ordinance Requirements Worksheet](#) to your OSE application, regardless of the event's use of amplified sound and/or mechanical equipment. The worksheet information determines if the event qualifies for a festival exemption which allows for increased noise levels. If your event will feature amplified sound, you must also complete and upload the [Electronic Communications Agreement](#) form to your OSE application.



For questions about noise ordinance requirements, please contact DDPHE at [justin.lamascus@denvergov.org](mailto:justin.lamascus@denvergov.org) or [nathaniel.rosenberg@denvergov.org](mailto:nathaniel.rosenberg@denvergov.org).

## G. COMMUNITY NOTIFICATIONS

---

**DEADLINE:** 45 days prior to event

**CONTACT:** [denverevents@denvergov.org](mailto:denverevents@denvergov.org)

---

Event organizers are required to notify impacted residents and business about event hours, road closures, parking restrictions, amplified sound, etc. It is important so the impacted community can plan for the event appropriately.

At minimum, you must follow the steps below in preparing and distributing your community notifications.

1. Please use this customizable [Community Notification Template](#) to write your community notification. You can edit this Word document and add your event's details.
2. Upload your notification flyer to your OSE application for review, 60 days prior to your event. Please do NOT distribute until approved by OSE (you will be notified).
3. Distribute the approved notification flyer by email to the following, 45 days (or asap) before the event, then again one week before the event. Include a direct request asking recipients to share the information with their communities via newsletters, websites, social media, Next Door, and word-of-mouth, etc. When emailing, please CC all recipients and OSE at [denverevents@denvergov.org](mailto:denverevents@denvergov.org) for verification purposes.

- Registered Neighborhood Organizations (RNOs) and Business Improvement Districts (BIDs) that will be impacted by your event. Go to [www.denvergov.org/RNO](http://www.denvergov.org/RNO) to find a map, list, and contact information for Denver RNOs and BIDs.
  - City Council office(s) that represent the district(s) impacted by your event. Find the City Council district map and contact information at [www.denvergov.org/citycouncil](http://www.denvergov.org/citycouncil).
  - Denver Police Department District(s) that serve the communities impacted by your event. Find DPD district contact information on the [Denver Police Stations](#) webpage.
4. If your event includes road closures and/or is expecting more than 3,000 attendees, hand-deliver notification flyers to impacted residences, businesses, and community centers (e.g., churches, schools, etc.) extending one city block from all road closures and/or around your event perimeter. When possible, make a clear and direct request to businesses and apartment/condo complexes to post the flyers in common areas for their customers and residents to see.

## H. REGIONAL TRANSPORTATION DISTRICT (RTD) REQUIREMENTS

**DEADLINE: 45 days prior to event**

**CONTACT: 303-299-6928**

The Regional Transportation District (RTD) provides bus and light rail transit service in Denver, Boulder, and surrounding cities. RTD approval is required if your event will disrupt RTD bus or light rail service. Review the [Events that Impact RTD Service Fact Sheet](#) for more information.

Bus: If your event will impact an RTD bus route, bus stop, or bus station, you must contact RTD at least 45 days before your event to request rerouting. [Review the RTD bus system map](#) to see if your event footprint will impact RTD bus service.

Contact Greg Wing at [Greg.Wing@rtd-denver.com](mailto:Greg.Wing@rtd-denver.com) and Tim Lucero at [Timothy.Lucero@rtd-denver.com](mailto:Timothy.Lucero@rtd-denver.com) or call 303-299-6928 with your request or for more information.

Rail: Event organizers MUST plan their event route or footprint in a way to not impact light rail service. Review the [RTD Rail System Route Map](#) and the [Downtown Denver Rail Detail Map](#) to check if your event route or footprint will interfere with RTD Light Rail service.



For any questions about Light Rail impacts call 303-299-3442 or contact Tegan Rice at [Tegan.Rice@rtd-denver.com](mailto:Tegan.Rice@rtd-denver.com), Christina Bennet at [Christina.bennett@rtd-denver.com](mailto:Christina.bennett@rtd-denver.com), or Clara Bechtel at [Clara.Bechtelt@rtd-denver.com](mailto:Clara.Bechtelt@rtd-denver.com).

## I. EMERGENCY ACTION PLAN REQUIREMENTS

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [courtney.bernet@denvergov.org](mailto:courtney.bernet@denvergov.org)

---

Special events in the City and County of Denver are required to have an Emergency Action Plan (EAP) that clearly defines the steps to mitigate risks at an event, and a process to follow should an emergency occur.



The EAP is a separate form but works in conjunction with your Health Medical Plan (HMP). Every EAP must be tailored to site-specific conditions as well as the scope of the event, the potential risks to spectators and participants, community impact, and the support required (including personnel, equipment, and logistics).

At minimum, all events must submit an emergency action plan that covers the required information outlined in this [EAP template](#). An [EAP template](#) is provided if no such plan already exists for your event. Events expecting attendance of more than 10,000 per day must submit a more detailed emergency action plan.

Additional information on Emergency Action Plans can be found on the [OSE Education Programs and Resources page](#).

For questions about event emergency preparedness please contact the [Office of Emergency Management](#) at [courtney.bernet@denvergov.org](mailto:courtney.bernet@denvergov.org) or 720-865-7600.

## J. PARADES, RUNS AND RIDES ON DENVER STREETS

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [dpdspecialevnts-dpd@denvergov.org](mailto:dpdspecialevnts-dpd@denvergov.org)

---

Parades, runs, walks, and rides held on Denver public streets are required to obtain a permit from the Denver Police Department's (DPD) Special Events Unit (SEU).

DPD Parade Permit applications must be submitted in person at least 30 days prior to your event date, and no more than 200 days prior to your event date. DPD office location and hours can be found on [DPD's website](#). Once reviewed and approved, a permit will be issued by DPD.



Routes are NOT approved until DPD issues a permit.

**NOTE:** DPD will not plan routes for special events. The route and maps should be completed prior to submitting the DPD Parade Permit application.

More information on permit applications for parades, marches, races, runs, and walks can be found on the [OSE website](#). To make an appointment with DPD, please contact the DPD Special Events Unit at [dpspecialevents-dpd@denvergov.org](mailto:dpspecialevents-dpd@denvergov.org) or 720-337-1030.

## K. HIRING OFF-DUTY DENVER POLICE OFFICERS

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [Analisa.ortiz@denvergov.org](mailto:Analisa.ortiz@denvergov.org)

---

If police security is required or desired at your event, you will need to contact the Office of Secondary Employment at least 30 days in advance of your event date at 720-337-0771 or [Analisa.ortiz@denvergov.org](mailto:Analisa.ortiz@denvergov.org).



## L. HIRING EVENT SECURITY

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [licenses@denvergov.org](mailto:licenses@denvergov.org)

---

If security is required or desired at your event, you must verify the company and security guards working the event are licensed in the City and County of Denver. More information on this process can be found on the [Department of Excise and License website](#).

If your security vendor is not already licensed in Denver, they must apply for licensing 30 days prior to your event.

For questions regarding Security Guard Licenses, please contact the Department of Excise and License at [licenses@denvergov.org](mailto:licenses@denvergov.org) or call [311](tel:311).



## M. SELLING OR SERVING ALCOHOL

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [exlapplications@denvergov.org](mailto:exlapplications@denvergov.org)

---

Only non-profit organizations can apply for a Special Event Liquor Permit and all proceeds from alcohol sales must benefit that non-profit.

Liquor Permit requests must be submitted to the Department of Excise and Licenses a minimum of 30 days prior to your event date.



The nonprofit Employer Identification Number (EIN) and a Certificate of Good Standing from the Colorado Secretary of State as well as several other supporting documents will be required to submit your application. Find related resources, including the list of required documents and the online application on the [Business Licensing Center's website](#).

- **Parks:** If your event is held in a Denver park, you will need a copy of your preliminary park permit to apply for a Special Event Liquor Permit.
- **Streets:** If the event is held on a street, sidewalk, alley or plaza, approval of your Revocable Street Occupancy Permit (RSOP) is required to apply, and a copy of your RSOP will be needed for issuance a Special Event Liquor Permit.
- **Entertainment:** If your event will feature entertainment as well as alcohol, a Special Event Cabaret Permit is also required. The [Special Event Cabaret Permit Application](#) form should be completed and submitted with the other required documents for the Special Event Liquor License.
- **Fire Review:** A fire permit invoice is required as supporting documentation which means **you will need to apply for a fire permit 45 days prior to your event instead**

**of 30 if you need a special event liquor permit.** If no fire permit is needed for your event, you will need a confirmation email from the Denver Fire Department (DFD) to apply for your special event liquor permit.



Contact the Excise and License Department with any questions about the Special Event Liquor Permit or Cabaret Permit at [exlapplications@denvergov.org](mailto:exlapplications@denvergov.org) or call 311.

## **N. GENERATOR REQUIREMENTS**

---

**DEADLINE: 30 days prior to event**

**CONTACTS:** Lt. Andrew Andolsek with Denver Fire Department at [720-527-9418](tel:720-527-9418) or at [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org) and [carol.pafford@denvergov.org](mailto:carol.pafford@denvergov.org) with Denver Development Services.

---

The use of generators 5kw and over require two different Denver permits.

A Denver Fire Permit is required for fuel to be used for the generator. The [permit application](#) must be submitted no later than 30 days prior to the event date For questions regarding Fire Permits, contact Lt. Andrew Andolsek with Denver Fire Department at [720-527-9418](tel:720-527-9418) or [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org).

1. An Electrical Permit from Denver Development Services is also required. Only a licensed electrician can apply for an Electrical Permit and an on-site inspection is required. You must ensure that your generator vendor has all the proper licenses for any generators at your event. Contact Development Services at 720.865.2827 or [carol.pafford@denvergov.org](mailto:carol.pafford@denvergov.org) for more information.

If using a portable generator under 5kW, a permit is not needed. However, [refer to this document](#) for guidance on acceptable use.

## **O. TENT AND FIRE REQUIREMENTS**

---

**DEADLINE: 30 days prior to event**

**CONTACT:** Lt. Andrew Andolsek with Denver Fire Department at [720-527-9418](tel:720-527-9418) or at [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org).

---

Tents over 200 square feet require a Denver Fire Permit. Propane, open flames, fuel storage, and pyrotechnics must also be permitted by the fire department. The [permit application](#) must be submitted no later than 30 days prior to the event date.

Please contact Lt. Andrew Andolsek with Denver Fire Department at [720-527-9418](tel:720-527-9418) or at [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org) with any questions.

## P. STAGE AND STRUCTURE REQUIREMENTS

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [addison.macmahon@denvergov.org](mailto:addison.macmahon@denvergov.org)

---

To ensure the safety of those on and around event stages and structures, some will require building permits from Denver Development Services. Event organizers are responsible for ensuring that the stages and structures at your event are properly permitted by the vendor.



Only a Denver licensed contractor can apply for a building permit. Stages and structures that require a building permit also require on-site inspections. Review [Denver's Building Permit Policy](#).

To apply for a temporary stage or structure permit, please log into [E-permits](#) and refer to the [E-permits for Special Events](#) guide for detailed instructions.

Contact Development Services at [addison.macmahon@denvergov.org](mailto:addison.macmahon@denvergov.org) with questions.

## Q. SALES TAX LICENSING

---

**DEADLINE:** 30 days prior to event

**CONTACT:** 720-913-9300

---

You must advise all vendors selling any items at your event that the collection and remittance of Denver sales tax is required.

For existing brick and mortar businesses or licensed Denver vendors with a current Denver sales tax license, no additional license or fee is required. Any sales made at the special event will be included on regular sales tax returns for that period.

Non-local or pop-up vendors must register for a Special Event Sales Tax account; [register for account online](#) by selecting "Register or File for Special Event".

More information can be found on [Denver's Treasury website](#) (see the "Special Event Sales Tax" section at the bottom of webpage) and questions about Denver City Taxes may be directed to the Treasury Department 720-913-9446.

## R. ADMISSION BASED EVENT REQUIREMENTS

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [taxauditadmin@denvergov.org](mailto:taxauditadmin@denvergov.org)

---

Note: Admission Based Event (ABE) requirements do not apply to races, runs, walks, or rides.

If your event is admission based, you will need to contact the Treasury Department at 720.913.9955 or [taxauditadmin@denvergov.org](mailto:taxauditadmin@denvergov.org) before beginning ticket sales. Event organizers are responsible for collecting and submitting the seat tax to the City and County of Denver. Review the [City and County of Denver Tax Guide](#) to see if your event is required to pay this tax. More information can be found on [Denver's Treasury website](#) (see "Facilities Development Admission (FDA) Tax").

Admission-based events (ABE) held in Denver parks may also need to pay a percentage of the admission revenue to the Department of Parks and Recreation. (NOTE: Admission-based events are only allowed in a few Denver parks – contact the [Parks Permit Office](#) for more information.)

- Park permit fees for ABE activities are 1.5 times the normal park permit fee
- 15% of your gross ticket sales (including tickets sold within a sponsorship package) are due to the City
- Contact the Treasury Department at [auditsupport@denvergov.org](mailto:auditsupport@denvergov.org) or 720.913.9955 to complete an application regarding the Facilities Development Assessment Tax ("Seat Tax")
  - If Treasury determines your activity is not exempt from the "Seat Tax", you will pay Treasury 10% and Denver Parks and Recreation 5%
  - If Treasury determines your activity is exempt from the "Seat Tax", you will pay Denver Parks and Recreation 15%
- A ticket manifest must be provided to Denver Parks and Recreation no later than 72 business hours after the end of your permit
- Denver Parks and Recreation will generate your invoice within 72 business hours. The fee deadline will be 30 calendar days from date of invoice. Your fee and payment due date to Treasury is determined and processed by their office

## S. NEW for 2024! WASTE MANAGEMENT PLAN

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [denverevents@denvergov.org](mailto:denverevents@denvergov.org)

---

On November 8, 2022, 70% of Denver voters approved the Waste No More ballot initiative requiring permitted events to submit a waste management plan and provide three-stream waste collection (trash, recycling, and organic material) with appropriate signage. At this time, three-stream waste collection is not enforced; however, a Waste Management Plan is required to obtain your permit.



Please complete the [Waste Management Plan template](#) and use 2024 as a year to prepare for full implementation of three-stream waste collection at your event in 2025.

\*\*\*Please note that events that do NOT serve or sell food or beverages are exempt from three-stream waste collection. \*\*\*

## T. FOOD VENDOR APPROVAL AND LICENSING

---

**DEADLINE: 30 days prior to event**

**CONTACT: DDPHE at [phicomments@denvergov.org](mailto:phicomments@denvergov.org) and EXL at [licenses@denvergov.org](mailto:licenses@denvergov.org)**

---

Food vendors are an important element of many events. For the health and safety of attendees, event organizers must ensure all food vendors are properly licensed. Your event may be fined if vendors are not licensed or if there are several vendors not following public health regulations.



Follow the links below to find instructions on necessary steps to obtain the license for the corresponding food business.

[Restaurant Temporary](#) – a vendor selling food from a table/tent set-up (excludes those operating under the [cottage food act](#)). NOTE: If a facility already has a valid restaurant temporary license, then only the event needs to be added to their license.

[Retail Food Mobile License](#) – a vendor selling from a mobile unit (cart or truck). NOTE: This license can take multiple weeks to obtain, so please allow yourself time.

A brick-and-mortar restaurant must obtain a restaurant temporary license to operate at an event; a brick-and-mortar license is not reciprocal. To find out if a business has a valid, proper license, please utilize the [Active Business Licenses spreadsheet](#).

NOTE on CBD: If consumable CBD is distributed or sold, a Cease and Desist may be issued to vendors who cannot prove their CBD is from an approved source or are not following

regulations related to proper food storage and handling. Review the Guide for [CBD Product Sales at Special Events](#) for more information.

Review additional information and resources on [DDPHE's website](#).

## U. MARIJUANA RELATED GUIDELINES

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [MarijuanaInfo@Denvergov.org](mailto:MarijuanaInfo@Denvergov.org)

---

Marijuana consumption is not permitted on public property. There are also [strict marijuana advertising restrictions](#) at special events.

NOTE about marijuana-related product sales: If any vendors sell marijuana products at your event, a list of those vendors must be uploaded to your OSE application no less than 30 days in advance of your event date.

Contact your OSE EPS for more information if you plan to have any marijuana related vendors, booths, or sponsors at your event.

## V. TATTOOS AND BODY PIERCING LICENSING

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [reid.matsuda@denvergov.org](mailto:reid.matsuda@denvergov.org)

---

If your event includes vendors tattooing and/or body piercing attendees, contact Reid Matsuda at [reid.matsuda@denvergov.org](mailto:reid.matsuda@denvergov.org) at the Denver Department of Public Health and Environment (DDPHE) for licensing information.

[Temporary body art establishment](#) permit applications must be submitted no fewer than 30 days before the start of the event.

As the event organizer, it is your responsibility to ensure all Body Artists are licensed in Denver or obtain a [temporary body artist license](#). Temporary body artist licenses must be applied for no more than 30 days prior to your event.

## W. WATER FEATURES APPROVAL

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [phicomments@denvergov.org](mailto:phicomments@denvergov.org)

---

Water features such as swimming pools, water rides, and other water attractions must be reviewed and approved by the Denver Department of Public Health and Environment (DDPHE) a minimum of 30 days prior to operation at your event. You will need to contact DDPHE at [phicomments@denvergov.org](mailto:phicomments@denvergov.org) to schedule approvals and inspections. For events in parks, approval from the Department of Parks and Recreation may also be required.

## X. FILM AND DRONE GUIDELINES

---

**DEADLINE:** 14 business days prior to the event for filming with a drone

**CONTACT:** Your Office of Special Events Point of Contact

---

Event organizers who hold a permit for an event space can film and take photographs at the event without obtaining additional permits unless a drone is being used.

The use of drones to capture photos or video of an event requires a Film Permit issued by the Office of Special Events. The applicant must provide a [film permit application](#) which details the dates and times of the drone flights, along with proof of an Aviation Certificate of Insurance, FAA Pilot's license and UAV Registration.



Other film and photography projects not related to a permitted special event may require a Film Permit from OSE. [Find out more](#) about obtaining a permit for film or photo shoots on public property in the City and County of Denver.

For more information, please speak with your contact in the Office of Special Events. Please note that event attendees are not allowed to fly drones recreationally at the event.

## Y. ENSURING ACCESSIBILITY

---

**DEADLINE:** Disability related accommodation requests: at least three business days' notice

**CONTACT:** [DisabilityAccess@denvergov.org](mailto:DisabilityAccess@denvergov.org) and [SignLanguageServices@denvergov.org](mailto:SignLanguageServices@denvergov.org)

---

Events in parks and the public right-of-way must be accessible to everyone, including event attendees and passersby who need to get around your event. Review the [ADA Events Planning Checklist](#) for important information and guidance.

If you need a sign language interpreter or Communication Access Realtime Translation (CART) services for your event, contact [SignLanguageServices@denvergov.org](mailto:SignLanguageServices@denvergov.org) with at least a three business days' notice.

Contact the Division of Disability Rights at [DisabilityAccess@denvergov.org](mailto:DisabilityAccess@denvergov.org) with any other disability-related accommodation requests or questions.

## Z. GREENING UP YOUR EVENT

---

**NO DEADLINE**

**CONTACT:** [certifiablygreendenver@denvergov.org](mailto:certifiablygreendenver@denvergov.org)

---

The Certifiably Green Denver program offers resources to organizers who want to make their event more sustainable. The program also offers free consultations for event organizers to learn more about including sustainable practices at their events. You can work with Certifiably

Green Denver to improve the sustainability of certain areas of your event or work to get your event fully certified.

Learn more about Denver's [Certifiably Green Denver](#) program.

## Special Events Guidelines for Event Coordinators and Vendors

### Operations that require a DFD Special Event fire permit:

- Street Closures
- Operation of a special amusement building
- Bonfires
- Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground
- Use of open flames or candles in connection with assembly areas, dining areas of restaurants, or drinking establishments
- Erecting a canopy having an area of 300 square feet or more
- Conducting a carnival or fair
- Operation of a chili roaster at temporary events
- Storage, use, or handling of compressed and liquified gases at temporary events
- Operation of a compressed natural gas tank at temporary events
- Storage, use, or handling of cryogenic fluids at temporary events
- Operation of exhibits and trade shows
- Handling, storage, or use of Fireworks or Pyrotechnic special effects
- All professional pyrotechnic programs
- Storage, handling, or use of Flammable or combustible liquids at temporary events
- Storage, handling, or use of Hazardous materials or processes at temporary events
- Helicopter landings at temporary events
- Use of any holiday decorations in any public assembly occupancy
- To display, operate, or demonstrate liquid-or gas-fueled vehicles or equipment in assembly buildings
- Storage, use, or handling of LPG at temporary events
- Increasing the occupant load of an assembly occupancy for a one-time event
- Use of any open flame equipment
- Use of an open flame device in a hazardous fire area
- Any ground or airborne parade float
- To operate a place of assembly (This is an annual operational permit for Assembly Occupancy structures)
- Storage, use, and handling of pyrotechnic special effects material
- All pyrotechnic events indoor and outdoor
- Use of a fog machine or Hazer
- Use of propane effects
- Permit/Certificate of fitness is required for all pyrotechnicians
- To erect and use reviewing stands or grandstands
- Refueling operations at temporary events in assembly occupancies
- Special Events within an existing facility

- Outdoor events with six or more fuel-fired cooking/heating units
- Use of a temporary generator
- Installation or use of a temporary heating appliance
- Use of a tent or temporary membrane structure not opened on all sides and having an area in excess of 200 square feet
- Use of a tent or temporary membrane structure open on all sides and having an area of 400 square feet or more

1. **Carnivals, street fairs, or markets** that use any of the above items are required to have a **SPECIAL EVENT PERMIT** issued by the Fire Department prior to the event's start.
2. The event organizer and vendor are responsible for ensuring that all necessary permits are obtained for the event. A printed copy of the necessary fire permit is required and should be posted on individual vendor sites and available upon request.

### Event Coordinator and Responsibilities

- Apply for the overall event permit that includes any of the above-listed permissible operations. ***All initial applications shall be submitted at least 30 days prior to the event.***
- Ensure that all Vendors at your event have their appropriate permit for any of the above-listed permissible items.
- Ensure that all Food Trucks at your event have a current fire permit and are licensed.
- Provide necessary site plans of your event in your permit application.

### Site Plans should include:

1. Location of all tents, temporary generators, temporary heaters, firepits, cooking areas, and propane storage areas.
2. Location of all fencing, entrances, exits, and emergency exits.
3. Distances of the event from buildings, streets, and fire hydrants.
4. Maps of the event grounds, including Vendor locations, are required to be placed near entrances/exits to assist emergency responders during an emergency.
5. For events with **street closures or partial closures**:  
Emergency vehicle access in streets adjacent to the event site includes a **minimum 20'** clearance for emergency vehicles unless otherwise specified in your fire permit. Hydrants require a **minimum 5'** clearance for emergency operation.

### Items to note for Event Organizers and Vendors:

- Refueling is not allowed while the event is open to the public. This includes changing out propane cylinders during your event or refueling generators.
- An **on-site inspection** may be required for your event by Fire Department personnel. This inspection will include the following items:
  1. Ensuring that event organizers and vendors have their appropriate fire permits on hand.
  2. Cooking is **not allowed under tents, canopies, or inside of booths**.
  3. Ensure that all propane cylinders are away from the public and secured so that they will not tip over and that all connections are tight to prevent gas leaking. Fire inspectors will use a gas meter to ensure that gas connections are not leaking.
  4. Ensure there are enough fire extinguishers on-site, in the vendor booths and tents, and in areas where cooking or open flames occur.
  5. Cooking with grease and oils requires a metal lid to cover the container in the event of rain or snow. Additionally, a **class K** fire extinguisher is required for **cooking with oil** with an annual inspection tag.

6. Extension cords must be outdoor-rated and not be laid in an area where water might accumulate. Cords should also be tended and maintained so they do not become a tripping hazard.
7. Food Trucks require an **annual fire permit** and are limited to **80 pounds of propane**. Food trucks must be spaced 10 feet apart, bumper to bumper.
8. Per the Denver Fire Code, not fewer than two trained crowd managers and not fewer than one trained crowd manager for each 250 persons or portion thereof shall be provided where facilities or events involve a gathering of more than 500 people. Outdoor events with fewer than 1,000 persons in attendance shall not require crowd managers.

### Vendor and Venue Responsibilities

- Ensure you have your appropriate fire permit if using any of the above-listed permissible operations.
- Be ready for an on-site inspection from Fire Department personnel and follow the above on-site inspection guidelines.
- No heating or cooking is allowed under tents or canopies.
- When cooking, a metal trash can with a lid must be on-site and used to suffocate small flames.
- Minimum of **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all vendors cooking, or within tents/canopies.
- Cooking with **oil or grease** requires **ONE (1) Type K** fire extinguisher serviced in the last year.
- Fire permits **must** be current and on-site in possession of the vendor.
- Propane cylinders shall be staked and chained to prevent tipping.
- Propane cylinders shall be protected from traffic, both vehicles and pedestrians.
- Propane cylinders may not be changed out during event operating hours.
- Each vendor site permit is limited to a total of **300 pounds** of propane.

### Tents & Canopies

- Permits are required for **tents over 200 square feet** or larger and **canopies over 400 square feet**.
- Tents and canopies must have a **certification of flame resistance** included in the permit application.
- **Site plan** showing distances to other structures, buildings, streets, alleys, and parking areas.
- A floor plan indicating all chairs, tables, stages, or other obstructions to exits. The location and widths of all exits and emergency exits should also be included.
- No heating or cooking is allowed under tents or canopies.
- No flammable/combustible liquid or propane shall be used or stored in a tent or canopy.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all tents and canopy use.

### Temporary Heating

- A permit is required for all temporary heating.
- Types: Propane, diesel, electric, natural gas, or kerosine-powered
- For blow-in type heaters, include the **make/model** you are requesting to use including the type of fuel used for the heater and the size or propane cylinder or capacity of the fuel tank.
- Fuel is calculated and assessed separately.
- No refueling of heaters while the event is open to the public.
- Propane cylinders are to be secured away from the public and so they will not tip over.
- Mushroom heaters can obtain a temporary or annual permit.
- Mushroom heaters shall not be used under tents or canopies.

- Mushroom heaters shall not be within 10' of any opening in a building.
- Electric heaters should be UL-listed and equipped with a limit switch that de-energizes the heating element(s) if the unit is not in an upright position.
- No extension cords are allowed for electric heaters.

### Generators

- Generators **over 5kW** require a fire permit.
- Generators may not be refueled while the event is open to the public.
- Please include the **make/model** of the generators you are requesting to use, as well as the **type of fuel** used in the generator and the **capacity of the fuel tank**.
- Fuel is calculated and assessed separately.

### Parades with Floats

- Each ground and air float entry requires a fire permit.
- A float safety inspection is required for each ground float before the start of the event.
- Each float is **required** to have at least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year. (Even if a generator is not present)
- Each **generator over 5kW** requires a fire permit. The permit must include the make/model, fuel type, and tank capacity. A minimum 12" clearance from combustibles is required. Refueling the generator or storing extra fuel is not allowed.
- Riders must have a solid sitting arrangement with handholds readily available to them.
- With standing riders, a safety rail, barrier, or rope with a minimum **height of 42 "** must be secured to the outside of the float.
- Throwing of candy or other objects from a float is not allowed. Handing out items to spectators from walking parade participants is allowed.
- A current **Certificate of Insurance** (COI) is required for all parades with floats naming the City and County of Denver as the co-insured.

### Pyrotechnics

- All indoor and outdoor pyrotechnics require a fire permit.
- For all indoor pyrotechnics, a demonstration is required before the start of the event.
- For outdoor displays, a scheduled load-in safety inspection is required.
- A safety pyrotechnic regulator from the Denver Fire Department is required to be present during all indoor and outdoor pyrotechnics.
- A current **Certificate of Insurance** (COI) is required for all pyrotechnics naming the City and County of Denver as co-insured or the facility it is shot within.
- A current Colorado Pyrotechnic Operator license is required for all pyrotechnic shoots.
- A site map listing locations and the type of product being used shall be provided. A minimum **15-foot separation** distance from the audience is required.
- A complete product list and all MSDS (SDS) product forms are required.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all pyrotechnics.
- **All Cold Spark Machine use requires a special event fire permit and falls under the same requirements listed above for pyrotechnics.**
- Cold spark machines 'Sparkulators' require a Class D fire extinguisher (for metal fires).
- Fog/Haze machines, while not pyrotechnics, require a fire permit. If any or all the fire alarm system is taken offline for the use of a fog machine, a firefighter stand-by is required for each event. (See specifics listed below.)

## Flame Effects

- All flame effects require a fire permit.
- A **Certificate of Insurance** (COI) listing the flame effects being used and naming the City and County of Denver as co-insured is required.
- A **current Colorado Pyrotechnic Operator license is required** for all flame effects.
- A demonstration is required prior to the start of the event.
- A safety pyrotechnic regulator from Denver Fire is required to be present during the effects shoot.
- A site map of the flame effects is required, including setbacks from the audience and LPG location.
- Setlist (operation times obtained from the shooter)
- When using propane-fueled effects, **LPG must be 25 feet** from the effect, secured from the public, and ensured that cylinders would not tip over.
- No changing of LPG cylinders during the event is allowed.
- Safety barriers with a minimum of 15 feet separation from the audience are required (non-flammable barriers like cattle guards, bike racks, and metal fencing).
- Supporting pictures or video of the flame effect/art may be required for the permit, or a demonstration of the flame effect/art may be required prior to the event date.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all flame effects.

## Fire Dancing/Fire Performances

- All fire dancing or fire performances require a fire permit.
- A **Certificate of Insurance** (COI) listing the fire performance being used and naming the City and County of Denver as co-insured is required.
- A site plan of the performance area listing all distances from other objects or nearby flammables, crowds, buildings, fuel storage areas, the number of performers, and safety personnel on site.
- Complete list and quantity of all fuels, props, or flammables used.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all fire performances. This extinguisher shall be staffed any time an open flame is present. (A wet towel may be used to extinguish flames in a controlled manner, but the other extinguishers must be present in an emergency).
- Precautions shall be taken to avoid spilling or dripping of any fuel or product.
- A spin-off area shall be away from the ignition source and people.
- There shall always be one assistant per fire dancer.
- Minimum 15' separation from the crowd shall be maintained.
- Supporting pictures or video of the performance/performers may be required for the permit or a demonstration of the performance may be required prior to the event date.
- Depending on the size or complexity of the performance, **ONE (1) firefighter may be required** to be present during the fire performance.

## Fueled Vehicles Indoors

- All fueled vehicles displayed or operating indoors before an audience require a fire permit.
- Display vehicles shall have no more than **¼ tank** of fuel or **5 gallons max**.
- Display vehicles shall have their battery disconnected and require a load-in inspection by fire department personnel.
- Fueled display vehicles indoors will require at least **ONE (1) firefighter move-in inspection** at the cost of the show organizer.

## Fog/Haze Machines

- **All fog or haze machine use requires a special event permit.**
- The permit can be obtained on an event-by-event basis or as an annual permit.
- Annual permits are limited to the same venue.
- Fog or haze machine permits obtained by a facility can be extended for use to performers, touring shows, or rotating events within the facility.
- If any or all the fire alarm panels must be taken offline, placed in test mode, or in any way compromised for the use of the fog/haze machine, a firefighter shall be present for the event.
- When the fire alarm system is disabled for fog/haze use, depending on the size of the facility or the number of attendees, more than one firefighter may need to be staffed to monitor the fire alarm panel and walk the facility.

## PORTABLE GENERATORS INFORMATION

### Permanently mounted vehicle generators

- A. Fuel source shall be from the unit fuel tank, the vehicle fuel tank or installed propane system.
- B. No onsite fueling allowed, unless done after business hours.
- C. Must be grounded to the vehicle and electrical system.

### Portable generators

- A. Fuel source shall be from the generators' factory installed fuel tank.
- B. No onsite fueling allowed, unless done after business hours.
- C. Exhaust must be directed away from interior of vehicle, away from customers and away from all doors and windows.
- D. Cords must be tended and maintained as to not become a tripping or electrical hazard. Extension cords shall be free of damage and must have an intact ground pin.
- E. Shall have a shore power weather-proof plug-in on vehicle for generator to plug into.
- F. The generator must be kept a minimum of 5 ft. from combustible materials (including vegetation).
- G. If transported on front or rear of vehicle, the generator shall be enclosed in an impact resistant cage or be in an appropriate compartment with proper ventilation and sealed from interior of vehicle.
- H. Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 ft. and shall be isolated from contact with the public by fencing, enclosure, or other approved means.

Generators with less than a 5kWh capacity do not need a Denver Fire Department (DFD) permit. Generators at or above the 5kWh capacity will need a TEMPORARY GENERATOR permit issued through the DFD Flammables group.

### On site fuel use and storage is limited to:

- Diesel- 120 gallons
- Gasoline- 60 gallons

Storage over this amount must obtain a FLAMMABLE/COMBUSTIBLE LIQUID STORAGE/USE INCLUDING USTs, ASTs, AND USE/STORAGE AT CONSTRUCTION SITES permit from the DFD Flammables Group.

Please direct questions to:

[SpecialEventsDFD@denvergov.org](mailto:SpecialEventsDFD@denvergov.org)

[DFDFPB@denvergov.org](mailto:DFDFPB@denvergov.org)

[Flammables@denvergov.org](mailto:Flammables@denvergov.org)



Denver's Permitting and Licensing Center

Register for an account Login

Home Development Services Business Licenses Contractor Licensing Right-of-Way Conveyance Fire

Advanced Search

Username or E-mail: Christi.Aultman@denvergov.org Password: ..... Log in »

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an account](#)

**Welcome to Denver's online permitting and licensing center!**

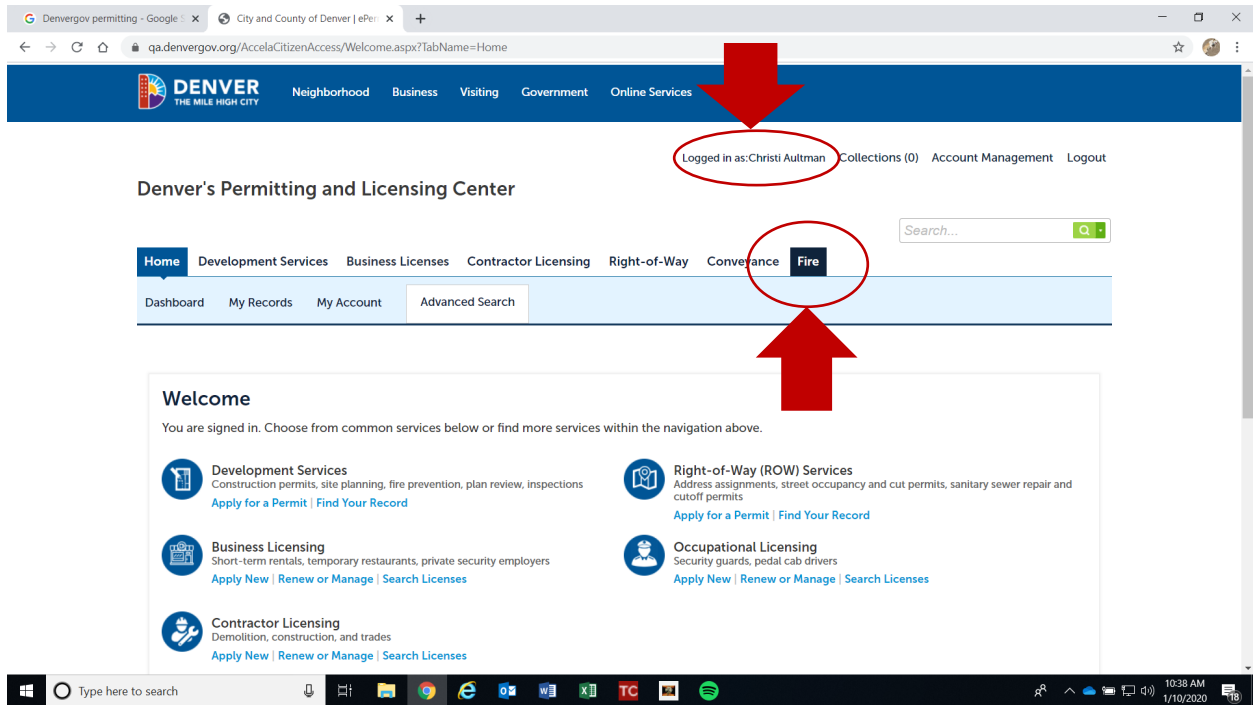
- **Development Services:** Apply or pay for development permits, Check plan review status, Schedule inspections, Search permit records
- **Business Licenses:** Apply, renew, or modify a business license, Search license records
- **Contractor Licensing:** Apply for or renew a license or certificate
- **Right-of-Way:** Apply for a ROW permit, Request an address, Schedule a ROW inspection, Search ROW permit records

Contractors: After logging in, go to "My Account" to add your license.

Need help? Dial 3-1-1 within Denver, (720) 913-1311 from outside of Denver, or use our online [tutorials](#), [videos](#), and [FAQs](#).

View Denver's [business license hearing calendar](#).

Step 1: Go to <https://www.denvergov.org/AccelaCitizenAccess>, and register for an account. Provide an email that you will use to receive permit update notifications.



Step 2: Make sure you are logged in, then hover your cursor over the **Fire** tab and click on it.

Denvergov permitting - Google x City and County of Denver | ePermitting

qa.denvergov.org/AccelaCitizenAccess/Cap/CapHome.aspx?module=Fire&TabName=Fire&TabList=Home%7C0%7CDevelopment%7C1%7CLicenses%7C2%7CContractors%7C3%7CROW%7C4%7CConv...

**DENVER**  
THE MILE HIGH CITY

Neighborhood Business Visiting Government Online Services A to Z

Logged in as: Christi Aultman Collections (0) Account Management Logout

### Denver's Permitting and Licensing Center

Search...

Home Development Services Business Licenses Contractor Licensing Right-of-Way Conveyance **Fire**

**Create an Application** Search Applications

#### Records

Showing 1-10 of 15 | Add to collection

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
01/08/2020	2020DFD-HZ-000001	Fire Prevention HAZMAT Operational Permit	We make stuff (optional description)	AAA	01/08/2020	Review In Progress		
12/12/2019	2019DFD-HZ-002899	Fire Prevention HAZMAT Operational Permit		AAA	12/12/2019	Review In Progress		
11/14/2019	2019DFD-HZ-002875	Fire Prevention HAZMAT Operational Permit		AAA	11/14/2019	Closed - Withdrawn		
10/23/2019	2019DFD-HP-002855	Fire Prevention High Pile Operational Permit	fine sweaters for your feline companion	Joe Florez Cat Sweaters	10/23/2019	Issued		
10/22/2019	19TMP-000987	Fire Prevention HAZMAT Operational Permit		AAA			Resume Application	
10/10/2019	2019DFD-HP-002833	Fire Prevention High Pile Operational Permit		Joe Florez Cat Breeding	10/11/2020	Issued		

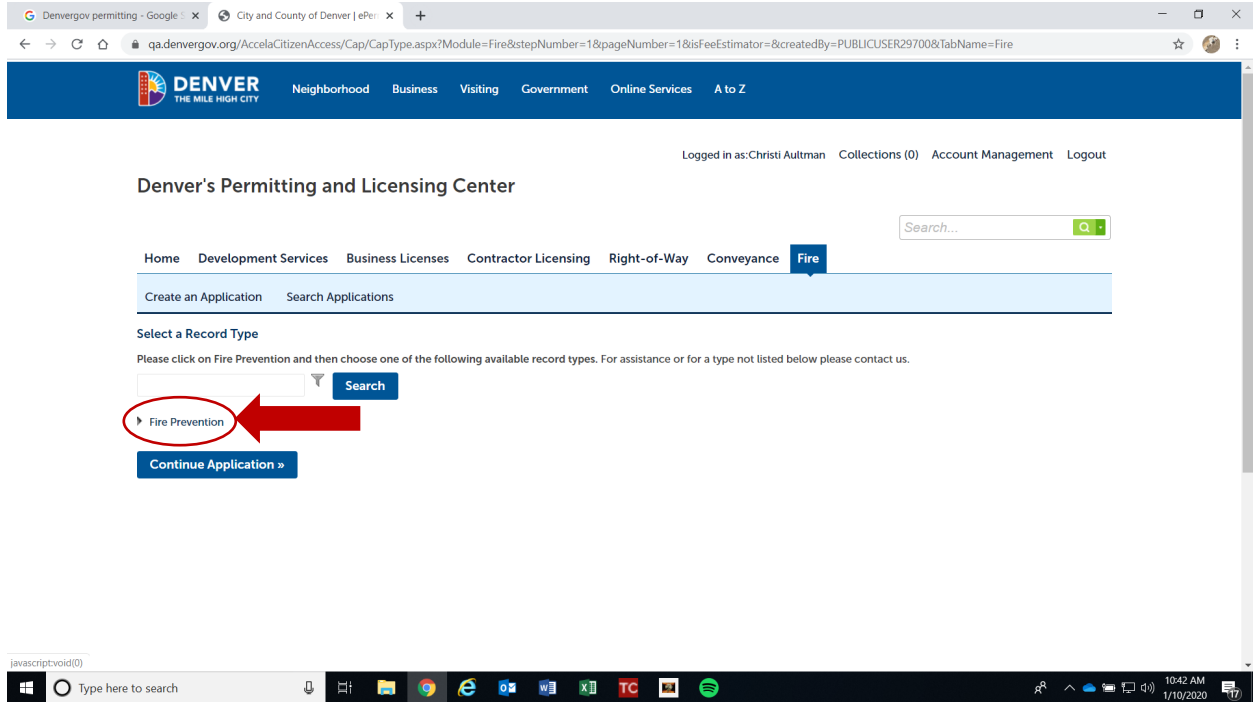
Type here to search

10:40 AM 1/10/2020

Step 3: In the blue field, click on **Create an Application**.

The screenshot shows the Denver's Permitting and Licensing Center website. The header includes the Denver logo and navigation links: Neighborhood, Business, Visiting, Government, Online Services, and A to Z. The user is logged in as Christi Aultman. The main navigation bar includes Home, Development Services, Business Licenses, Contractor Licensing, Right-of-Way, Conveyance, and Fire. Below this is a 'Create an Application' button and a search bar. The 'Online Application' section contains a welcome message and a disclaimer. A red circle highlights the checkbox 'I have read and accepted the above terms.' and the 'Continue Application' button. A red arrow points from the checkbox to the button. The Windows taskbar at the bottom shows the date as 1/10/2020 and the time as 10:41 AM.

Step 4: Read the **General Disclaimer** and click the box indicating you have read. Then click on **Continue Application** to advance to the next step.



Step 5: Locate the text that reads **Fire Prevention** with a small arrow pointing to the right. Hover your cursor over the small arrow and click on it. This should expand a list of choices.

City and County of Denver | ePermitting | screenshot on dell laptop - Google Chrome

qa.denvergov.org/AccelaCitizenAccess/Cap/CapType.aspx?Module=Fire&stepNumber=1&pageNumber=1&isFeeEstimator=&createdBy=PUBLICUSER29700&TabName=Fire

Logged in as:Christi Aultman Collections (0) Account Management Logout

## Denver's Permitting and Licensing Center

We are currently experiencing issues with permit renewals and expiration notices - the system is sending duplicates and irrelevant emails in some cases. If you have a valid permit, and received notices for permits which were previously expired, or are no longer needed - please disregard. If you still have questions, please contact us at DENFPB@denvergov.org

Search...

Home Development Services Business Licenses Contractor Licensing Right-of-Way Conveyance **Fire** Parks Recreation

Create an Application Search Applications

### Select a Record Type

Please click on Fire Prevention and then choose one of the following available record types. For fire construction permits, which are related to any commercial construction project in new or existing structures (installing sprinklers, fire alarms, etc.), submit through the Development Services tab. For assistance or for a type not listed below please contact us.

Search

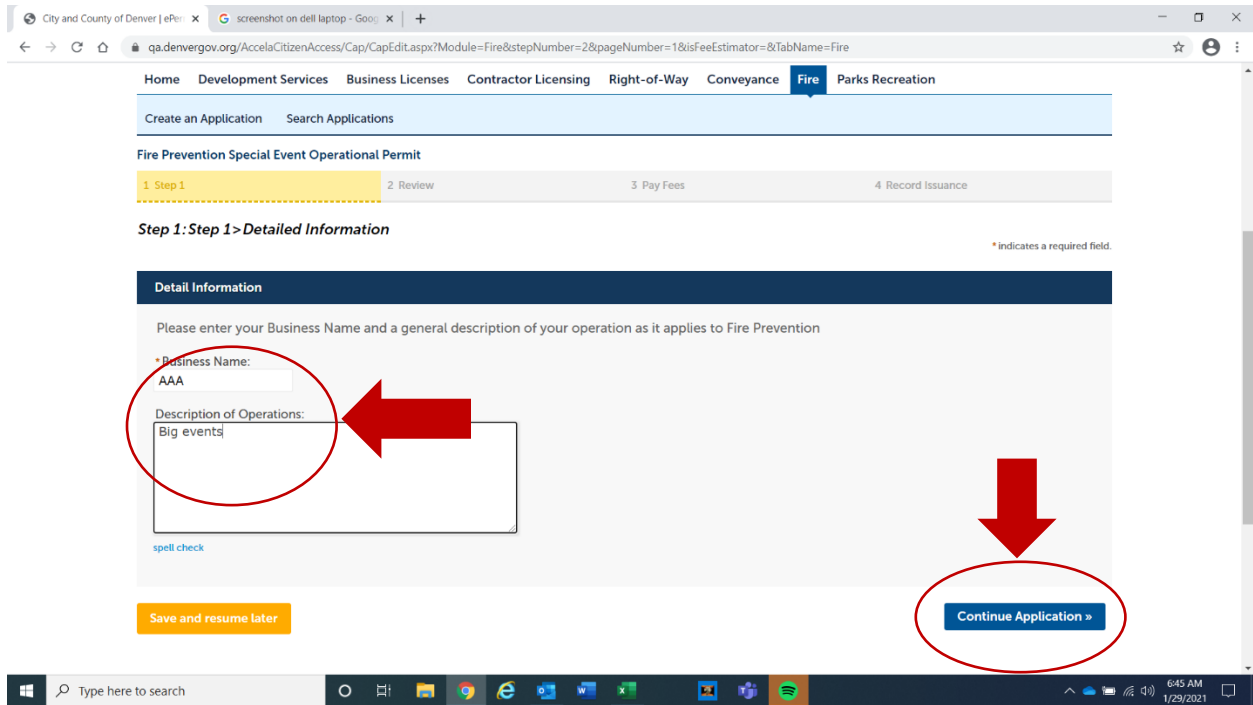
- ▼ Fire Prevention
  - Fire Prevention Aircraft Refueling Operational Permit
  - Fire Prevention Conditional Operational Permit
  - Fire Prevention Flammable Operational Permit
  - Fire Prevention HAZMAT Operational Permit
  - Fire Prevention High Pile Operational Permit
  - Fire Prevention Marijuana Operational Permit
  - Fire Prevention Same Day Operational Permit
  - Fire Prevention Special Event Operational Permit
  - I don't know what Fire Permit I need

Continue Application »

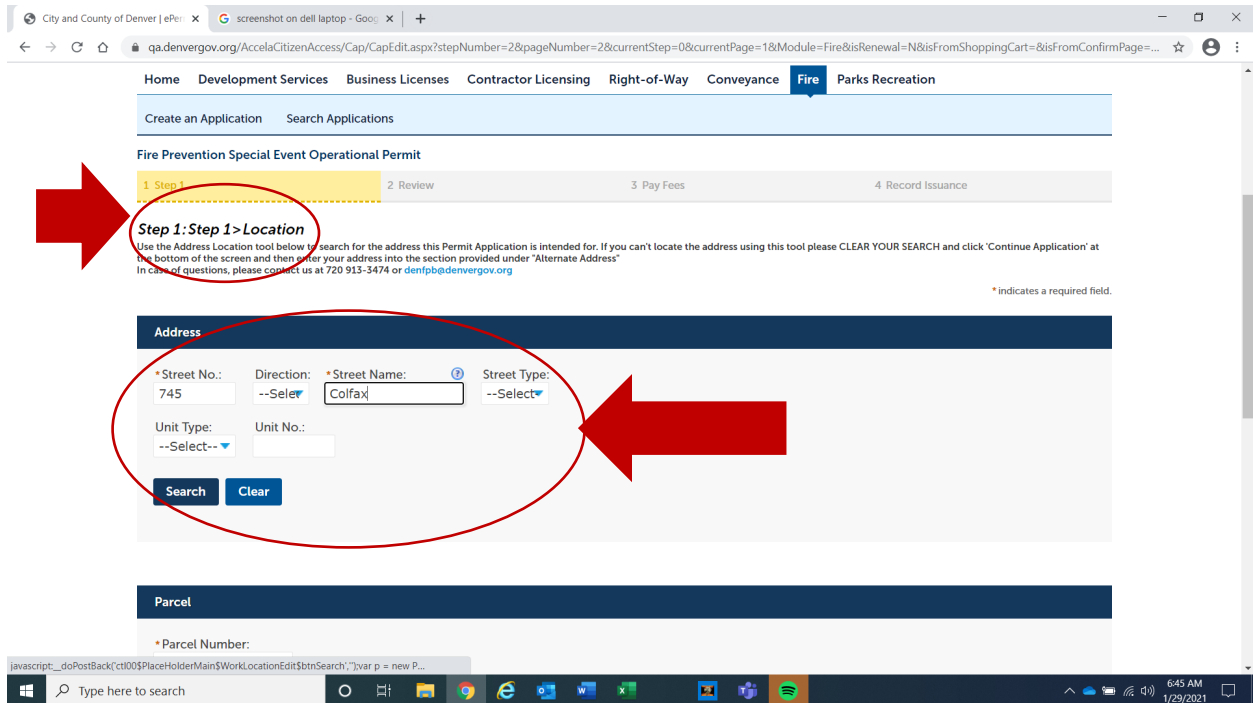
Type here to search

6:44 AM 1/29/2021

Step 6: Locate **Fire Prevention Special Events Operational Permit** in the list and select. Then click on **Continue Application** to advance to the next step.



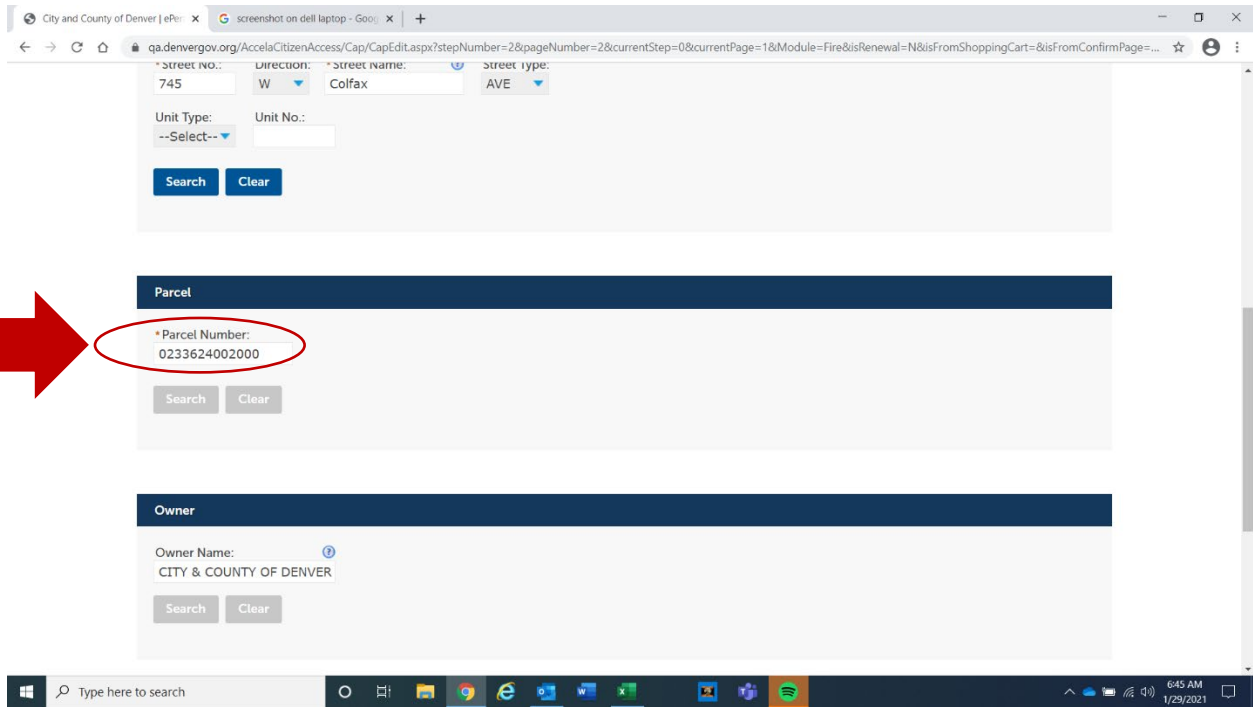
Step 7: Fill out your business name. All fields with a red asterisk are mandatory. Description of Operations is optional. Then click on **Continue Application** in the lower right corner to advance to the next page.



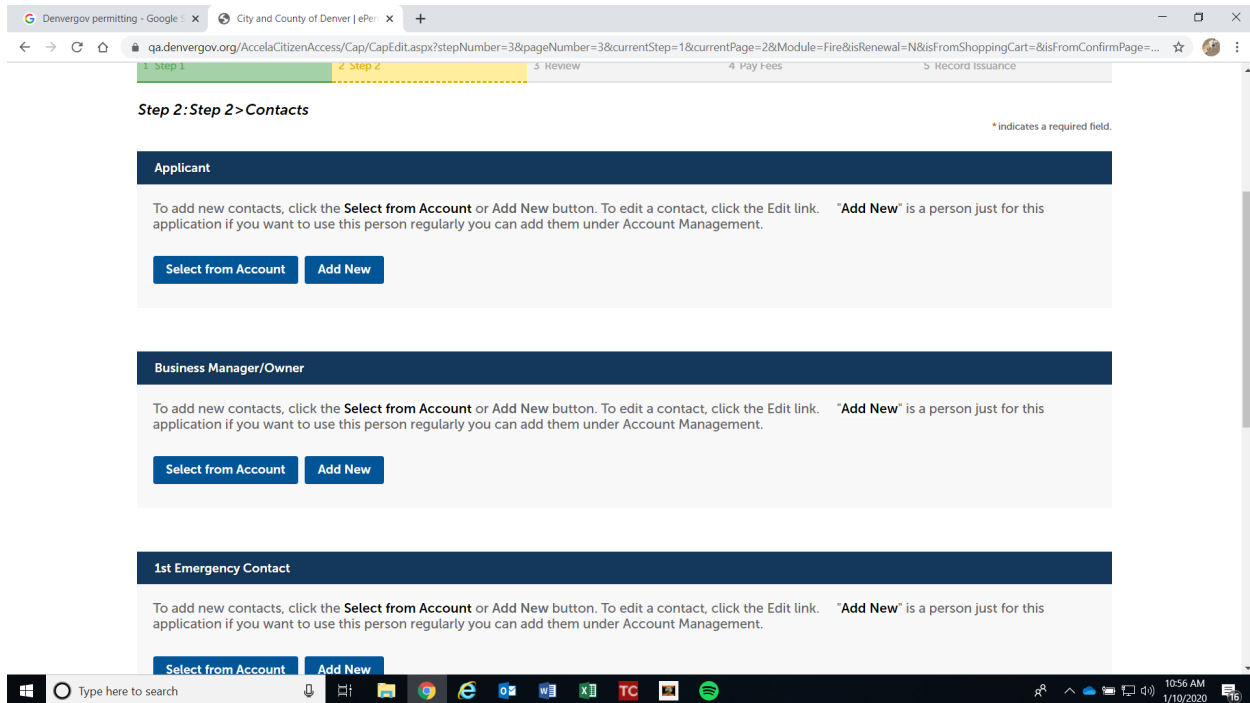
## Step 8:

In the **Address** field, \*type in the business street number and name only, and hit **search**. After a short wait, this should auto-populate the parcel and owner fields. You might be given a pop-up box with multiple choices, just pick the one that looks best. Then click on **Continue Application** to advance to the next screen.

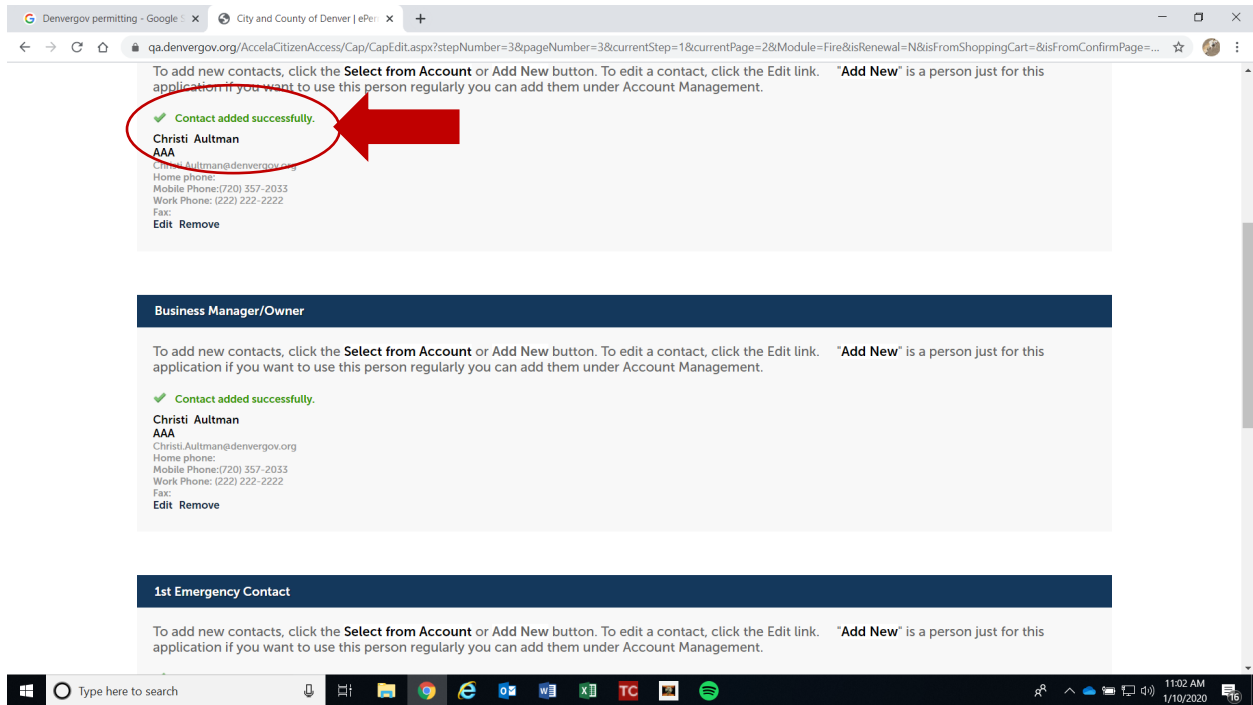
*\*REMEMBER- You only need to type in the address numbers, and street name! **Do not** type in street direction (East, West, North, South) or Street Type (Avenue, Way, Boulevard, etc.) Do NOT type this in, **only** street numerical and street name/number.*



Step 9: Parcel number will auto-populate when you search by address number and street name only.



Step 10: On the Contacts page, you must fill out the first three fields- Applicant, Business Manager, and 1<sup>st</sup> Emergency Contact. If Manager and Owner are different, choose whichever contact you'd like. You may add an additional contact as 2<sup>nd</sup> Emergency Contact, this field is optional. All fields with red asterisks are mandatory fields. If you miss a mandatory field, you will be unable to advance to the next page. Select **Continue Application** in the bottom right corner of the page when you are done to advance to the next step.




Step 11: When all contact info is added successfully, your page will look like this. Then you can advance to the next step.


### Custom Fields

APPLICATION ITEMS

\* Type of Permit:

\* Event Name:

\* Event Start Date:  

\* Event End Date:  

\* Location of the Event:

Candles and Open Flames in Assembly Areas - Sterno:

Cooking with Propane or Charcol:

Mushroom Heaters:

Number of Mushroom Heaters:

Use of Combustible/Flammable Liquids:

Portable Generator - Diesel:

Number of Units:

Portable Generator - Gas:

Number of Gas Units:

Is generator over 5 kw?:  Yes  No

Tent Over 200 Square Feet:

Size of Tent:

Step 12: Fill out all fields relevant to your Special Event- *Type of Permit, Event Name, Event Start Date and End Date, and Location of the Event* are mandatory fields (marked with a red asterisk, you cannot advance in the application if these details are not complete). Provide all the relevant details, for example, if you have tents, you must provide the sizes, etc.

Tent Over 200 Square Feet:   
Size of Tent:   
Number of Tents:   
Canopy Over 400 Square Feet:   
Size of Canopy:   
Number of Canopies:   
Other:   
Other Description:

---

**PYROTECHNICS ITEMS**

Indoor/Outdoor Proximate Pyrotechnics:   
Temporary Heat - Electric or Propane:   
FireWorks:   
Propane Effects:   
Fogger(s)/Hazer(s):   
Fire Dancing:

Save and resume later



Step 13: Once you have filled out all relevant details, click on **Continue Application** in the lower right corner to advance to the next screen.

Fire Prevention Special Event Operational Permit

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Document Attachments

\* indicates a required field.

Attachment

The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
No records found.				

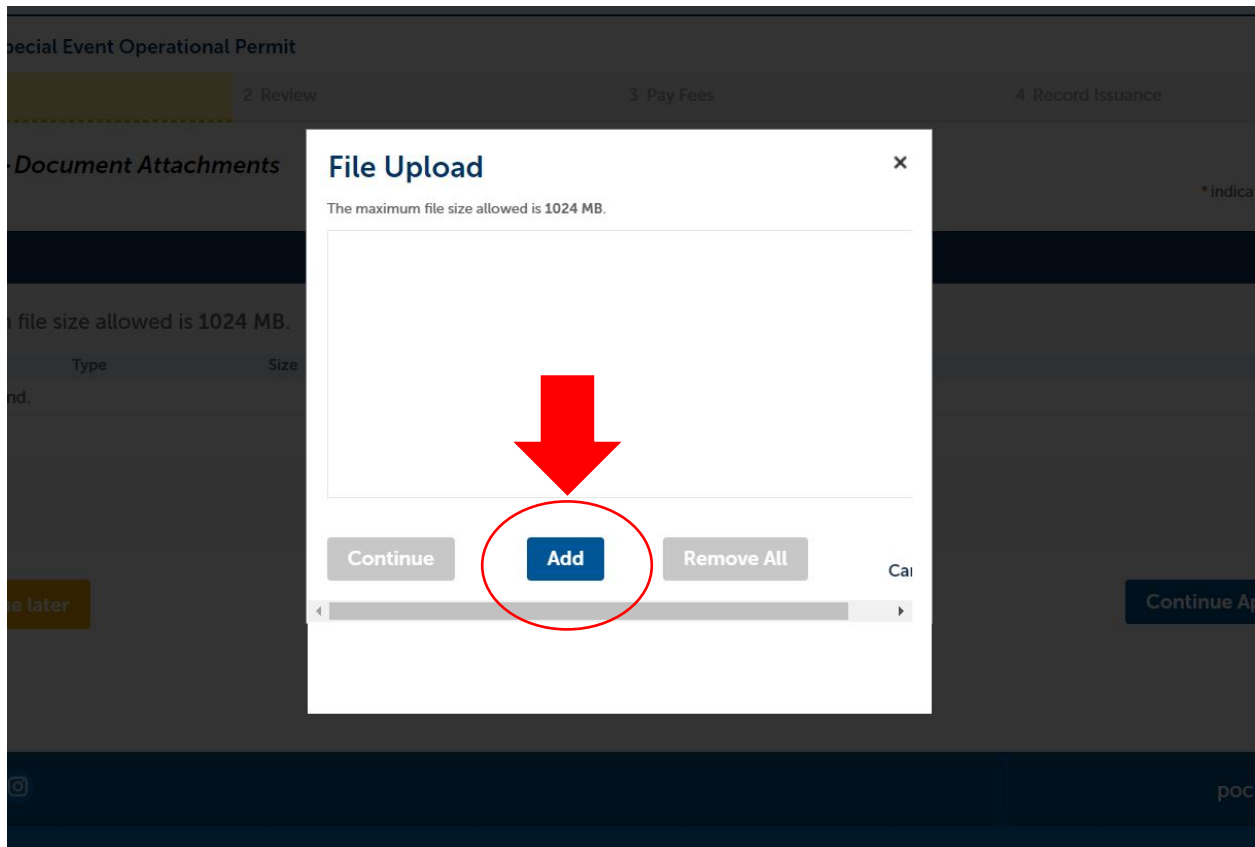
Add

Save and resume later

Continue Application »

Step 14: This is where you will attach all documents needed for review such as Site Maps, Floor Plans, Copies of Licenses and Certifications, Proof of Flame Retardant Tent Materials, etc.

Click on blue **Add** button to upload documents.



Step 15: This window will open up- click **Add** again in this field to upload documents.

The screenshot shows the 'Attachment' form. At the top, it states 'The maximum file size allowed is 1024 MB.' Below this is a table with columns: Name, Type, Size, Latest Update, and Action. The table is empty, showing 'No records found.' Below the table, there is a file upload section. A red arrow points to the '\* Type:' dropdown menu, which currently shows '--Select--'. Below the dropdown is a file preview for 'Capture1.JPG' with a '100%' zoom level. A red arrow points to the '\* Description:' text area. Below the text area are three buttons: 'Save', 'Add', and 'Remove All'. A red arrow points to the 'Save' button. At the bottom left, there is a yellow button labeled 'Save and resume later'. At the bottom right, there is a blue button labeled 'Continue Application »' with a right-pointing arrow. A red arrow points to this button. A 'spell check' link is visible below the text area.

Step 16: Once you have attached the document, select document **TYPE** from the drop-down menu, then provide a brief **DESCRIPTION** in the field with the red asterisk, and click **Save**. Or, you can more documents, but you must remember to click **Save**. Click on **Continue Application** in the lower right corner to advance to the next page.

Create an Application Search Applications



**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Fire Prevention Special Event Operational Permit

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Document Attachments

\* indicates a required field.

Attachment

The maximum file size allowed is 1024 MB.

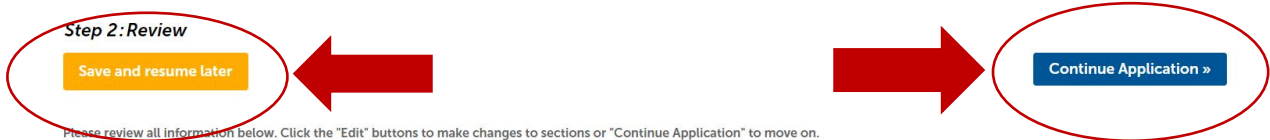
Name	Type	Size	Latest Update	Action
Capture1.JPG	Fire-Site Diagram	90.13 KB	02/26/2021	Actions ▾

Add

Save and resume later

Continue Application »

Step 17: This is what the page will look like when your documents are downloaded and saved correctly. Click on **Continue Application** in the lower right corner to advance to the next screen.



Permit Type

Fire Prevention Special Event Operational Permit

Detail Information [Edit](#)

Please enter your Business Name and a general description of your operation as it applies to Fire Prevention

Business Name:AAA

Address [Edit](#)

745 W Colfax AVE

Parcel [Edit](#)

Parcel Number:0233624002000

Owner [Edit](#)

CITY & COUNTY OF DENVER

Applicant [Edit](#)

Step 18: Review the information you have provided. At any step in the application, you may elect to **Save and Resume Later**. This will save the data you have entered so you can just pick up from where you left off. To advance to the next step, click on **Continue Application** in the upper right and/or lower right corner of the screen.

Number of Gas Units:

Is generator over 5 kw?:

Tent Over 200 Square Feet: No

Size of Tent:

Number of Tents:

Canopy Over 400 Square Feet: No

Size of Canopy:

Number of Canopies:

Other: No

Other Description:

PYROTECHNICS ITEMS

Edit

Indoor/Outdoor Proximate Pyrotechnics: No

Temporary Heat - Electric or Propane: No

FireWorks: No

Propane Effects: No

Fogger(s)/Hazer(s): No

Fire Dancing: No

Attachment

Edit

The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
<a href="#">Capture1.JPG</a>	Fire-Site Diagram	90.13 KB	02/26/2021	Actions ▾

Save and resume later



Continue Application »

Step 18 cont.: Review **all** information to confirm it is correct before you submit.


Home Development Services Business Licenses Contractor Licensing Right-of-Way Conveyance **Fire** Parks Recreation

Create an Application Search Applications

Fire Prevention Special Event Operational Permit

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

**Step 4: Record Issuance**

 For "Same Day" Operational Permits your permit is issued.  
For all other Operational Permits your application has been successfully submitted. Please print this page and retain a copy for your records.

Your application has been received and will be processed in the order in which it has been received. Applications are typically reviewed within one week, however many factors can affect this timeframe and your patience is appreciated. If you have questions about the status please contact [denfpb@denvergov.org](mailto:denfpb@denvergov.org) and reference the record number of the applications.

You will also be notified of any fees due through email.

After payment is received your permit will be issued.

Thank you for using our online services.  
Your Record Number is 2021DFD-SE-000008.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy for your records.



Step 19: Your application has been submitted for review by the Special Events group. You will receive email notifications regarding any status update or change to your application. These will come from [info@denvergov.org](mailto:info@denvergov.org), do not delete them or send them to your junk/spam folder, as they contain important information regarding your permit. You will be emailed a link to pay permit fees and will be emailed a copy of your permit once payment has been posted. Please direct *general* questions to: [DENFPB@denvergov.org](mailto:DENFPB@denvergov.org). Please direct Special Events *specific* questions to: [SpecialEventsDFD@denvergov.org](mailto:SpecialEventsDFD@denvergov.org).