

East Dundee and Countryside Fire Protection District

Assembly Event Permit Application

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APPLICANT INFORMATION:

Applicant Name:	Applicant Cell:
Applicant Email:	
Applicant Mailing Address:	
Organization Name:	

EVENT INFORMATION:

Event Name:
Event Location/ Address:
Property/Business Owner Name:
Property/ Business Owner Phone:
Event Sponsor Name:
Event Sponsor Phone:

EVENT DESCRIPTION:

Event Type:

☐ Small Outdoor/Indoor Event
under 500 people

☐ Large Outdoor/Indoor Event
over 500 people

Date(s) of Event:	Anticipated Attendance (Peak):
Event Start Time:	Event End Time:
Setup Date:	Setup Time:
Total Number of Vendors:	Total Number of Hot Food Vendors:
Number of Tents:	Number of Tents larger than 10x10:
Carnival or Mechanical Rides:	Number of Stages:

(Describe the event, including activities, age demographics, and purpose)

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Event applications must be submitted no less than thirty (30) days before the event. Applications submitted less than thirty (30) days before the event will be subject to additional fees. An expedited review may be requested and will be based upon availability.

DOCUMENTATION REQUIRED BEFORE APPROVAL:

- Completion of an approved or East Dundee Fire District-provided Emergency Action Plan (EAP)
- Completion of Crowd Manager training from www.crowdmanagers.com
- A Scaled site plan including
 - Name of all streets
 - Event boundaries
 - Stage locations
 - Tent/Canopies/Structures (size & type)
 - Exit Paths
 - Emergency access roads (min. 20ft wide, 13ft 6 in unobstructed height)
 - Fire Lanes
 - Emergency ingress & egress for emergency vehicles
 - Fencing & Barricades
 - Fire extinguisher locations
 - Fire hydrant locations
 - Generator & Fuel storage locations
 - First Aid location
 - AED location
 - Command Post location (if required)
 - Parking

INSURANCE:

Proof of insurance per the 2021 International Fire Code (IFC) Sec 5601.2.4

5601.2.4 Financial responsibility. Before a permit is issued, as required by Section 5601.2, the applicant shall file with the jurisdiction a corporate surety bond in the principal sum of \$100,000 or a public liability insurance policy for the same amount, for the purpose of the payment of all damages to persons or property that arise from, or are caused by, the conduct of any act authorized by the permit upon which any judicial judgment results. The fire code official is authorized to specify a greater or lesser amount when, in his or her opinion, conditions at the location of use indicate a greater or lesser amount is required. Government entities shall be exempt from this bond requirement.

APPLICANT CERTIFICATION:

I hereby certify that the information provided is correct, and I agree to comply with the 2021 International Fire Code (IFC) and the requirements of the East Dundee Fire District.

Signature: _____

Date: _____

OUTDOOR FESTIVAL & SPECIAL EVENT FAQs

(2021 International Fire Code (IFC) Compliance)

PURPOSE

To establish clear responsibilities and procedures for event sponsors, vendors, and the East Dundee Fire District (EDFD), ensuring compliance with the **2021 International Fire Code (IFC)** for fire and life safety during outdoor festivals and special events.

EVENT SPONSOR/ CROWD MANAGER RESPONSIBILITIES

The Event Sponsor assumes overall responsibility for overseeing the event setup and activities, ensuring full compliance with the 2021 IFC:

Crowd Manager Requirements:

- For events exceeding 1,000 people, event sponsors must ensure **one trained crowd manager per 250 occupants**, as required by IFC Section 403.12.3.
- Completion of the 2-hour online Crowd Manager Training at www.crowdmanagers.com/ with a certificate submitted to EDFD before the event.

Permitting:

- Complete and secure approval for all necessary permits through the EDFD Fire Prevention Bureau and the local Village, Town, or County authority before the event.

Site Plan Requirements:

- Name of all streets
- Event boundaries
- Stage locations
- Tent/Canopies/Structures (size & type)
- Exit Paths
- Emergency access roads (min. 20ft wide, 13ft 6 in unobstructed height)
- Fire Lanes
- Emergency ingress & egress for emergency vehicles
- Fencing & Barricades
- Fire extinguisher locations
- Fire hydrant locations
- Generator & Fuel storage locations
- First Aid location
- AED location
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- Parking

Hot Food Vendors:

- List of all food vendors, types of food, and cooking methods.
 - Distribution of EDFD fire requirements to all hot food vendors.
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EVENT VENDOR RESPONSIBILITIES

- Vendors are responsible for safe operation in compliance with the **2021 IFC**:
 - Maintain clear fire lanes, fire department connections, hydrant access, and building access.
 - Be prepared for inspection and correct deficiencies before the event opens.
 - Maintain all fire and life safety requirements throughout the event.
 - Proper setup of personal tents & structures
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EDFD SPECIAL EVENT INSPECTIONS

Pre-event inspections will cover:

- Hot food vendor setups, extinguishing systems, and cooking operations.
 - Fire department access (20-foot width, 13.5-foot height clearance).
 - Hydrant and FDC access.
 - Egress, signage, and exit accessibility.
 - Rides, displays, and certification.
 - Generator and propane safety, location, and separation.
 - Stage setups and fire extinguisher placements.
 - Beer/wine garden occupancy, exits, and extinguishers.
 - Pyrotechnics and open flame effects require separate permits.
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ACCESS FOR FIRE APPARATUS

- Maintain fire lanes (20 ft wide, 13.5 ft vertical clearance) at all times.
 - Access roads >150 ft dead ends require turnarounds per AHJ approval.
 - Mark fire access areas with "Fire Access – No Parking" signage.
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ACCESS TO STRUCTURES

- Ensure access to all exterior doors, fire control rooms, pump rooms, parking structures, and utility vaults as specified by EDFD.
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WATER SUPPLY

- Maintain a **15 ft clearance** around hydrants and FDCs.
 - Immediate relocation of any setup blocking access.
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EVENT EGRESS

Fenced Events:

- Exits per AHJ determination, spaced for a max 100 ft travel distance unless sprinklers are installed (then 250 ft max).
- Exit width minimum 48 inches.
- Exit signage:
 - White background with red letters, min 18"x24" with 12" letter height.
- Staff exit with security, and an assignment roster is maintained.

Blocked Streets:

- Exits at each end of closures with cross street emergency access.
 - Maintain fire lanes (20 ft wide, 13.5 ft high).
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TENTS, CANOPIES, AND TEMPORARY MEMBRANE STRUCTURES

- **Flame Resistance:** All materials shall comply with **NFPA 701** with documentation.
 - **Separation:** Minimum 20 ft separation from buildings/property lines.
 - **Layout Plans:** Show exits, extinguishers, stage, seating, and heating/ventilation.
 - **Prohibit smoking and open flames.**
 - Propane heaters are not permitted inside enclosed areas.
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LIFE SAFETY EVALUATION (per IFC Section 403)

Required when determined by EDFD:

- Event details and projected attendance.
 - Access, egress, and crowd movement analysis.
 - Medical emergency, fire hazards, and severe weather mitigation plans.
 - Coordination with law enforcement and emergency services.
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HOT FOOD VENDOR REQUIREMENTS

- **Flame Retardant Certification:** NFPA 701 compliance with permanent labels.
 - **Extinguishers:** One 2A:10BC with current inspection; add a Class K extinguisher if grease-laden vapor cooking is present.
 - **Separation:** Maintain 20 ft from structures, 10 ft from tents and rides.
 - **Cooking Devices:** Approved, listed appliances only.
 - **Deep Fat Fryers:** At least 18 inches from tent walls, not under tents with seating, with a Class K extinguisher.
 - **BBQs:** 10 ft from structures and combustibles; not within food booths.
 - **Smoking Prohibition:** Within 25 ft of fuel sources.
 - **Generators:** 20 ft from tents, isolated from the public, with extinguishers.
 - **Fuel Storage:** 50 ft from tents, with secondary containment and protection.
 - **LPG:** Max 25 lb. tanks unless approved; secure upright with regulators and shut offs; no LPG inside tents; maintain 5 ft separation from tents.
 - **Clearances:** 18" between backdrops and appliances, 16" between fryers and open flames (or use a 16" high splash guard).
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PYROTECHNICS AND OPEN FLAME EFFECTS

A separate permit is required per IFC Section 5608 and NFPA 1126.

- Require pre-event demonstration if requested.
 - Applies to fire dancing, stage props, fire eating, and other flame acts.
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SEVERE WEATHER AND FIRE WATCH

- Severe weather evacuation and shelter plan required.
 - Fire watch may be required for high-risk operations or impaired systems.
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FLOAT INSPECTION/CHECKLIST

- ☐ It is recommended that owners and/or operators be advised of their compliance with these regulations.
 - ☐ Exhaust pipes on vehicles shall not encounter anything flammable or combustible on floats.
 - ☐ Exhaust pipes shall be kept clear, allowing for proper ventilation of fumes and preventing a carbon monoxide hazard.
 - ☐ All dried vegetation or similar items being used shall be fire-rated in accordance with UL723 or ASTM E84 or treated with fire-retardant materials. *(Documentation shall be forwarded to EDFD for review.)*
 - ☐ No smoking is permitted on or around any floats.
 - ☐ No refueling of the generator while the generator is running or hot.
 - ☐ All generators shall be secured and provided with a shut-off switch that is easily visible and accessible.
 - ☐ Gasoline containers shall be UL-listed type safety cans.
 - ☐ All pull-behind trailers and floats shall be equipped with a 2A:10BC fire extinguisher with a current state inspection tag from a licensed contractor. The fire extinguisher shall be mounted to be visible and easily accessible.
 - ☐ All seating shall be secured appropriately to the float.
 - ☐ Trailer hitches shall be secured in the locked position by a tie strap or bolt.
 - ☐ Trailers must have safety chains attached to the tow vehicle.
 - ☐ All extension cords shall be listed and approved for outdoor use.
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APPROVED SITE PLAN EXAMPLES

