



**Indian River County Fire Rescue**  
**Fire Prevention Bureau**  
 1801 27<sup>th</sup> Street, Building A  
 Vero Beach, Florida 32960  
 Phone: (772) 226-1880  
[fireprevention@ircgov.com](mailto:fireprevention@ircgov.com)

## SPECIAL EVENT PERMIT APPLICATION

Application Date:	Event:		
Location Street Address:			
City/State/Zipcode:			
Event Start Date/Time:		Event End Date/Time:	
Fire Inspection Requested Date/Time: (minimum of 1 hour prior to start of event):			Estimated # Attendees:
Event Host Name:			
Event Host Contact Name:			Event Host Phone # - to reach the day of event:
Event Host Mailing Address:			
City/State/Zipcode:			
Event Host Email:			

**Special Event Permit Fee - \$30.00**

**Temporary Use Permit Fee - \$50.00**

**No Cooking or Use of Electricity - No fee**

(County Planning or City of Vero Beach prior approval required)

**Applications shall include the following:**

- A map/drawing to include proposed layout of the event, including fire emergency access/emergency exits, stages, electricity, generators, and location/distance between vendors and structures.
- All fees must be paid in full, no less than (2) business days prior to the event.
- Complete list of all cooking vendors with full contact information (name/number/email).
- Special Event Permit Holder Requirements (completed by the event host and submitted with application).
- Special Event Vendor Requirements (signed by the vendor; and to be provided by the event host at the time of inspection).
- Failure to comply with requirements of the IRCFD may result in a cease and desist by order of the Fire Marshal.
- All events must go through an approval process; you will be notified once your application is approved.

**Pay by Phone (Credit/Debit only) · Office (772) 226-1880 or Fax CC Authorization form to (772) 226-1040**  
**Mailing Address: 1801 27<sup>th</sup> Street, Bldg A · Vero Beach, FL 32960 (Check/Money Order Accepted)**

**Print name:** \_\_\_\_\_

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

Fire Dept. Office Use Only:

Permit No. : \_\_\_\_\_

\_\_\_\_\_ Fees Paid

\_\_\_\_\_ Fees Due



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## SPECIAL EVENT PERMIT APPLICATION

**Event Host/Sponsor** assumes responsibility for overseeing the activities of the event, and ensures compliance with all applicable fire and life safety codes. The **event host/sponsor** shall:

1. Ensure completion and approval of all permits required from Indian River County Fire Prevention Bureau.
2. Provide a map/drawing to include the proposed layout of the event, including fire emergency access/emergency exits, stages, electricity, generators, and location/distance between vendors and structures.
3. Events must be ready for a fire safety inspection at least one (1) hour prior to opening.
3. The Event Host is responsible for distributing and collecting the signed "Vendor Requirements" from all vendors and providing them to the inspector at the time of inspection.
4. Pyrotechnic displays, parades, corn mazes, and haunted houses require separate permitting requirements.
5. Events that exceed 250 in attendance, must provide trained crowd managers.
6. Large scale events, that exceed 1000 in attendance, will require a Fire Rescue and/or Engine Stand-by.

**Event Vendors** are responsible for the safe operations of their booth, display, or mobile cooking operations. The **event vendor(s)** shall be prepared for a fire inspection and correct any cited deficiencies prior to event start time and shall ensure all fire and life safety code requirements are maintained for the duration of the event.

### Food Vendors Only - Contact Information *(print additional forms as needed)*

Vendor Name/Owner:	Vendor Phone:
Vendor Email:	Mobile Food Truck <input type="checkbox"/> Hot <input type="checkbox"/> Cold Cooking - Tent <input type="checkbox"/> Hot <input type="checkbox"/> Cold
<input type="checkbox"/> LP Gas <input type="checkbox"/> Generator <input type="checkbox"/> Deep-Fat Fryer <input type="checkbox"/> Charcoal	

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Vendor Email	Mobile Food Truck <input type="checkbox"/> Hot <input type="checkbox"/> Cold Cooking - Tent <input type="checkbox"/> Hot <input type="checkbox"/> Cold
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## SPECIAL EVENT Permit Holder Requirements

**General:** Please read carefully and initial or check each section and sign at the bottom. The permit applicant shall be responsible for the following items mentioned herein:

**SITE:**

- A sketch or map of the proposed layout of the event including; fire emergency access/emergency exits, stages, electricity, generators, and location/distance between vendors and structures, must be provided to the Bureau at time of application.
- A VENDORS REQUIREMENTS checklist must be signed by each vendor. The host shall collect the "Vendor Requirements" from all vendors and provide them to the inspector at the time of inspection.

**FIRE EXTINGUISHERS:**

- At least one Certified and Tagged 2A:10ABC fire extinguisher is required every 75' along event walkways.
- Every vendor is recommended to have at least one Certified and Tagged 2A:10ABC fire extinguisher.
- All vendors who are cooking and/or using generators are required to have at least one Certified and Tagged 2A:10ABC fire extinguisher.

**TENTS:**

- **All tents** shall have a Flame Retardant or Resistant Certificate (Tag or Paperwork) on-site and/or submitted with the application.
- A minimum 10 ft. clearance between rows of side-by-side tents (walkway) shall be provided.
- For every 100 ft. row of tents, an emergency exit walkway is required that is at least 5 ft. wide.
- Smoking is prohibited under all tents or temporary structures. All tents 20 x 20 or larger shall have NO SMOKING signage.
- Exit signs shall be provided in tents 20 x 20 or larger with enclosed sides.
- Exit signs and emergency lighting, shall be attached and powered, for tents used at night.
- No hay, straw, shavings or similar materials shall be permitted to be used within any structure, tent or canopy unless pre-approved.
- Use or handling of flammable liquids or gases shall be prohibited at the site unless specifically approved and inspected by this Bureau.

**SEATING:** Seating and chair arrangements shall be approved by the Bureau prior to the event:

- Provide a minimum of 3 ft. wide walkways to all exits within the event tent.
- Tents with an occupancy over 49 shall require a minimum of two (2) exits.
- Seating in an assembly occupancy of more than 200 persons shall be fastened to the floor or fastened together in groups of three.

**ELECTRICAL SAFETY:**

- All electrical wiring and lighting shall be free of damage or cracking.
- All electrical equipment/cords/cables shall be isolated from the occupants/general public in a safe manner and free of trip hazards.
- All electrical connections, switches and fuses shall be in secured approved enclosures per the electric code NFPA 70.

**GENERATORS:**

- Generators shall be positioned no less than 5 ft from any tent or temporary structure.
- Generator exhaust shall be directed away from combustible material(s), people and/or animals.
- Spare fuel shall be stored in an approved container at a safe distance from generator. **No Hot Fueling.**
- A Certified 2A:10BC fire extinguisher is required for the operation of any generator.

**MOBILE FOOD TRUCK / COOKING TENTS:** (See separate VENDOR permitting requirements)

**PROPANE (FUEL) SAFETY:** (See separate VENDOR permitting requirements)

**I hereby acknowledge that I have read, understood, and will comply with the Code requirements.**

*Code References: Florida Fire Prevention Code (FFPC), NFPA 1, NFPA 96, NFPA 70, NFPA 101, & NFPA 102*

Signature X \_\_\_\_\_