



Tent & Event Plan Submittal Checklist

Effective Date: January 1, 2026

Tent & Event Name: _____

Address: _____

- Indoor Event Outdoor Event
- Will the event occur on a weekend or evening?
- Will the event have any food vendors?

All plan submittals must include this completed checklist and be uploaded through AccessGov. Submittals shall comply with:

- 2024 International Fire Code
- Summit Fire & EMS (SFE) Life Safety Policy
- 2024 SFE Amendments
- All other applicable ICC and NFPA codes

Incomplete submittals will be marked as "Corrections Required" and must be resubmitted with applicable fees.

I. General Submittal Requirements

- Plans meet the minimum requirements of the 2024 International Fire Code.
- Electronic plans are submitted in flattened, unsecured PDF format.
- A complete and descriptive scope of work is included and must detail:
 - Time and date of the event
 - Day-of-event contact information
 - Description of event timeline
 - Tent sizes and their occupants/uses
 - Names and contacts for food vendors, specify if they are trucks or tent-based
 - Expected attendance per day
 - Presence and contact information for on-site law enforcement, security, or medical

II. System Design and Layout

Site map includes the following:

- All tent locations with sizes and assigned use
- Public entrance and exit pathways
- Emergency vehicle access and egress, including road closures or patient pickup areas
- Generator and heating equipment locations
- Food vendor locations
- Fire extinguisher locations
- Inflatable amusement devices

Crowd Manager certification is required if the estimated attendance is 500 or more. One Crowd Manager per 250 attendees. Outdoor events under 1,000 people and not fenced in does not require crowd managers.

III. Fire Protection & Vendor Compliance

Fire extinguishers must be mounted and accessible every 75 feet.

Cooking vendors must have:

- 2A:10BC extinguisher
- Class K extinguisher if producing grease-laden vapors

Mobile food vendors must submit or present an approved operational permit or recent inspection report from another fire department. If documentation is unavailable, an operational permit through Summit Fire & EMS is required at least two weeks before the event.

Pyrotechnic shows require an operational permit submitted at least two weeks prior to the event.

Final Review:

Submittal Accepted Corrections Required Resubmittal Received

Applicant Acknowledgment:

By signing below, I acknowledge that I have read and understood all permit submittal requirements outlined in this checklist. I certify that all submitted materials meet the specified codes and standards to the best of my knowledge.

Applicant Signature: _____

Printed Name: _____