



SUMMIT FIRE & EMS AUTHORITY

(970) 262-5100

P.O. Box 4910

Frisco, CO 80443

[summitfire.org](https://www.summitfire.org)

2026 Tent & Event Checklist

Effective Date: January 1, 2026

Project Name: _____

Project Address: _____

Date Submitted: _____

Type: ☐ 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 our website application portal, <https://www.summitfire.org/permits>. Submittals shall comply with:

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

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

I. Application Requirements

NOTE: Pyrotechnic shows will require a separate operational permit.

- ☐ Plans shall:
 - Have the correct Global Information System (GIS) address.
 - Meet the minimum code requirements referenced above.
 - Be submitted electronically in flattened, unsecured PDF format.
- ☐ Site map shall include:
 - All tent locations with square footage 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



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- ☐ A complete and descriptive scope of work shall include:
 - Set up date & time
 - Time and date of the event
 - Day-of-event contact information
 - Description of event timeline
 - Square footage of 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 if applicable
 - Road Closures
 - Requested Inspection Time

II. System Design and Layout

- ☐ Crowd Manager certification shall be required if the estimated attendance is 500 or more.
 - One Crowd Manager per 250 attendees.

NOTE: Outdoor events that are under 1,000 people and not fenced in do not require crowd managers.

- ☐ All tents and canopies shall have a minimum of 40 lb weight per leg.

III. Fire Protection and Vendor Compliance

- ☐ Fire extinguishers shall be mounted and accessible every 75 feet.
- ☐ Cooking vendors shall have:
 - 2A:10BC extinguisher
 - Class K extinguisher if producing grease-laden vapors
- ☐ Mobile food vendors shall submit or present a current report or QR code from the mandated Colorado State Mobile Vehicle System (IROL).

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: _____

Company: _____

Date: _____