

# South Metro Fire Rescue

## SPECIAL EVENT NOTIFICATION AND PERMITTING

Life Safety Bureau

9195 E Mineral Ave, Centennial, Colorado 80112  
Phone: 720-989-2230 Fax: 720-989-2030



*"Serving the communities of Castle Pines, Centennial, Cherry Hills Village, Foxfield, Greenwood Village, Lone Tree, Louviers, Parker and unincorporated Arapahoe and Douglas Counties."*

Special events sometimes require the involvement of South Metro Fire Rescue (SMFR) to ensure safety of both the participants and of first responders. SMFR's involvement may be as simple as a courtesy notification of the event, or may be more complex to include issuance of permits, conducting pre-event inspections, and providing fire watch during the event. Here are some examples of when SMFR should be notified:

- The event is anticipated to host more participants than would normally be encountered in the building or area.
- The event will occur in a building that is normally used for a different purpose. Examples include, but are not limited to:
  - Using an aircraft hangar for a charity dinner and silent auction.
  - Using a school gymnasium for a retail craft fair.
  - Using a warehouse building for a dance party.
- The event will employ crowd control measures that can impact egress, such as fencing an outdoor area to admit only ticketed participants.
- The event will impact access to buildings by fire apparatus, including the closing of streets, driveways, and any part of a marked fire lane.
- The event will include tents which are larger than 400 square feet (20'x20').
- The event will include food trucks and/or use of portable cooking appliances, especially propane appliances.
- The event will include open flame or any type of fireworks display.

To notify us of your event, please call our office at the number provided above. Our staff will gather some information and provide you with guidance on how to proceed. Thank you for helping us to make your event successful and safe!