



SPECIAL EVENT REQUIREMENTS
CITY OF HIGHLAND BUILDING DIVISION
27215 BASELINE, HIGHLAND, CA 92346
(909) 864-8732



All carnivals, fairs and outdoor assemblies require approvals from the City of Highland Building and Fire Prevention Divisions. The following is a typical list of items to be inspected.

Electrical

- 1. All power cords shall be protected from damaged or becoming a tripping hazard.
- 2. Portable generators shall be grounded per Section 250.34 of the California Electric Code.

Site

- 1. A plot plan shall be submitted with the application for Building/ Fire Prevention Division permit showing all fire lanes, aisles, positions of booths, games, carnivals rides, building, parking areas, cooking areas, generators, exits, exit ways, fire extinguishers and seating arrangements. All required distances shall be indicated on this plot plan.
 - Interior fire lanes shall be 20' wide
 - Distance between interior booths shall be 15' wide.
 - Exterior perimeter access shall be 20' wide.
 - Aisles cross aisles and exiting for seating arrangements as per code.
- 2. Trash container shall be provided at various locations around the site, but especially around food serving areas.
- 3. Each powered ride, or food booth shall have a 5 pound, 2A 10BC fire extinguisher.
- 4. Restroom facilities shall be provided, including facilities for persons with disabilities.
- 5. Parking areas shall include spaces for persons with disabled placards. Persons with disabilities shall not be required to walk behind any vehicle other than their own.
- 6. All drapes, hangings, curtains, drops, tents, canopies and all other decorative materials shall be of approved flame-retardant materials.
- 7. A tent or canopy permit shall be required from the Fire Prevention Division when tents exceed 200 square feet and canopies exceed 400 square feet.