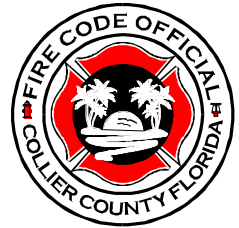




# Collier County Fire Prevention and Protection Code POLICY AND PROCEDURE MANUAL



**ARTICLE NUMBER:** SPE 09-1

**EFFECTIVE DATE:** 1/1/2009

**SUBJECT:** Special Event Permitting Timeline Requirements

**OBJECTIVE:** To provide clarification of required fire department submittal/notification time for special events.

**BACKGROUND:** The fire departments of Collier County require that they be notified of any outdoor special events open to the general public.

## **POLICY/PROCEDURE:**

- The Fire Marshals of Collier County have agreed to a minimum of ten (10) working days notice prior to any outdoor special event being held.
- Each fire department however does have differing permitting and or submittal requirements, you shall check with the appropriate fire department prior to application.
- This policy is intended for special events that are to be open to the general public, and are not part of a regularly scheduled use for the location in question. Events such as concerts, conventions, and carnivals are a few such examples. Private functions not open to the public will generally not apply, weddings, private parties, and large meetings are a few such examples.
- If in doubt for the need of submittal for an event, contact the appropriate fire department for a determination.
- **Application of this provision shall be verified by the appropriate Fire Marshal where the event will take place.**

**CODE REFERENCES:** NFPA 1: 10.15.2

**ATTACHMENTS:** None.

**DISTRIBUTION:** Big Corkscrew Island Fire District; East Naples Fire District; Golden Gate Fire District; Immokalee Fire District; Isle of Capri Fire District; North Naples Fire District; Ochopee Fire District; City of Marco Island Fire Department; Building Director, Collier County Community Development; Chief Inspectors, Collier County Community Development; Collier County Community Development Records; Collier Building Industry Association (CBIA); Subscribers