



# Livermore-Pleasanton Fire Department

Phone: 925-454-2361 | Fax: 925-454-2367

## CARNIVAL & FAIR GUIDELINES

This guide provides fire and life safety requirements for temporary events including carnivals, fairs, and festivals in Livermore and Pleasanton. Requirements are based on the 2025 California Fire Code, 2025 California Building Code, California Title 19, and LPFD standards.

### OBTAINING A PERMIT:

Complete an [Online Permit Form](#) and provide all supplemental documents.

### SITE PLAN REQUIREMENTS

A detailed site plan shall detail all aspects and locations of the event including but not limited to:

- Parking Areas
- Generator
- Fuel Storage Areas
- Tent(s) and separation details
- Fire access roadways and fire lanes
- Cooking Booths, areas, and food trucks
- Property lines
- Adjacent building(s) if applicable
- Occupant Evacuation Area(s)

### INSPECTION REQUIREMENTS

Tents and permitted activities require an inspection as follows

- After set-up is complete and prior to use.
- [Schedule inspection](#) at least 48 hours (2 days, excludes weekends) prior to event

### VENDOR QUICK REFERENCE SAFETY PAGE

Vendor Quick Safety Reference
Keep fire extinguishers accessible
Secure propane cylinders upright
Maintain clear exit paths
No cooking inside enclosed tents, consult <a href="#">Open Flame Setbacks Guidelines</a>
Keep combustibles away from heat sources

## CROWD MANAGER REQUIREMENTS

Requirement	Standard
Crowd Manager Ratio	1 per 250 occupants
Large Tent Events	Crowd managers required
Responsibilities	Monitor exits and crowd flow

## TEMPORARY STAGE REQUIREMENTS

Temporary Stage Requirement	Standard
Structural stability	Building Department approval required
Electrical safety	Temporary wiring inspected by building inspector
Exit access	Maintain clear exit paths
Fire lanes	Maintain 20-foot-wide unobstructed access for apparatus

## FOOD TRUCK SEPARATION

Safety Element	Minimum Setback / Requirement	Notes / Typical Code Basis
Food truck to food truck	10 ft minimum	Common fire department operational standard for festivals
Food truck to building	10 ft minimum	Maintain clearance for fire exposure and access
Food truck to combustible tents	20 ft minimum	Depends on cooking operations and LPG use
Food truck to fire lane	Do not block; maintain 20 ft fire lane	CFC §503 fire apparatus access roads
Food Truck to Public Seating Area	10 ft minimum	Maintain safe circulation and egress

Event Submittal Checklist
Site plan submitted
Fire lanes shown
Tent sizes and locations identified Supplemental Tent Questionnaire (See Tent Permit Guidelines)
Cooking operations identified
LP-Gas cylinder quantities listed, protection identified
Generator locations identified
Emergency access maintained

## STEPS TO OBTAIN PERMIT

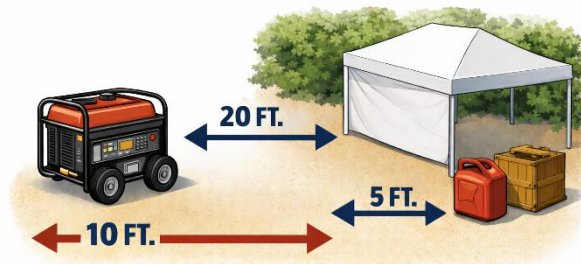
Steps	Steps for Permit	City of Livermore	City of Pleasanton
1	Obtain Business License*	<a href="#">Business License</a>	<a href="#">Business License</a>
2	Submit City Planning/Zoning**	<a href="#">Online ACA Portal</a>	<a href="#">Online ACA Portal</a>
3	Submit <a href="#">Fire Permit Application</a>	14 days Prior to Event	14 days Prior to Event
4	Pay Fire Permit Fee	\$575.00	\$418.00
5	Schedule <a href="#">Set-Up Inspection</a>	48 hours prior to set-up	48 hours prior to set-up

## Guidance Diagrams

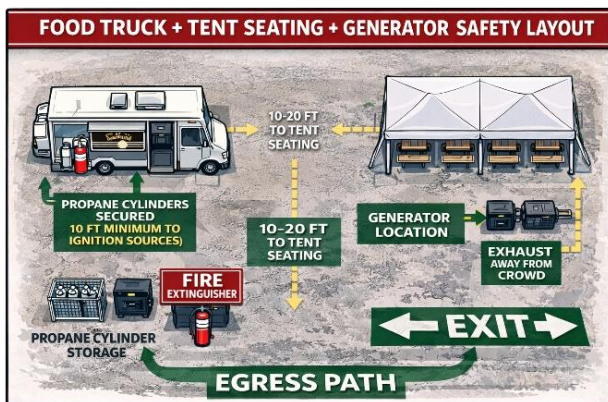
Fire Lane Requirements



Generator Setback Diagram



Food Truck Setback Diagram



Temporary Stage Diagram

