



CHARLOTTE FIRE DEPARTMENT
Fire Prevention Bureau
Standard Operating Guidelines

FPB 231

Carnivals and Fairs

Effective Date: February 02, 2006

Approved: *Jonathan Leonard*

Jonathan Leonard, Deputy Fire Marshal

Purpose:

To establish a set of guidelines that operators of carnivals and fairs shall follow in order to provide a reasonable level of safety for the public.

Policy:

I. Permit Requirements:

- A. The operator(s) of any carnival, fair, or any other type of temporary amusement site shall obtain a Carnival and Fair Permit from the Charlotte Fire Department. This permit is separate and distinct from any other permit required by other City agencies.
- B. The applicant shall notify the Charlotte Fire Department, Fire Prevention Bureau no less than 30 days prior to the commencement of the carnival or fair for the request of a permit application.
- C. Prior to the issuance of a permit, the applicant shall provide the following documents:
 - a. A site plan indicating location of fencing, exits, rides, vendors, adjacent buildings and structures, and access roads;
 - b. Plans for security and fire personnel for public safety, as required by the Code of the City of Charlotte, Chapter 15, Article X, Sections 15-249 through 15-252.
- D. For operators of carnivals and fairs who are operating in more than one location, or who plan on relocating to different locations within the City of Charlotte, a separate permit shall be required for each different site.
- E. An additional Tent and Canopy Permit will be required for enclosed tents that exceed 200 square feet, or canopies that exceed 400 square feet. This shall not include canopies that serve as covers for mechanical rides.
- F. Any pyrotechnics used shall require a separate Pyrotechnics Permit and approval from the fire official.

II. Guidelines:

- A. Fencing installed for crowd control shall have exits with a minimum width of 12 feet. The number and location of exits shall be determined by the fire official, but in no case shall there be less than 2 remote exits.
- B. Each exit shall be posted with "EXIT" signs large enough to be clearly visible and legible from anywhere in the carnival area. Illumination of signs shall be required at night.
- C. The placement of any ride, vendor or structure shall not obstruct any exit or access thereto.
- D. The carnival area shall be accessible from all sides for fire, medical and rescue operations by way of an access road no less than 20 feet in width.
- E. The location and placement of the carnival and equipment, or the parking of vehicles shall not obstruct access to any fire hydrant(s), fire sprinkler connections, or any building already located on the property.