TOWN OF SUFFIELD

OFFICE OF THE FIRE MARSHAL

DO I NEED FIRE MARSHAL REVIEW FOR MY SPECIAL EVENT?

A quick planning guide for event organizers

CONTACT THE FIRE MARSHAL'S OFFICE DURING THE PLANNING STAGES if your event involves one or more of the items below. A listed trigger does not automatically mean a separate permit is required; it means Fire Marshal coordination is required to determine whether a permit, plan review, inspection, or other approval applies.

FIRE MARSHAL REVIEW TRIGGERS

- ☐ Temporary tents, canopies, membrane structures, stages, or other temporary event structures
- ☐ Food trucks, food vendors, cooking operations, or cooking demonstrations
- ☐ Portable generators, temporary wiring, extension-cord distribution, or other temporary electrical installations
- ☐ LP-Gas cylinders or equipment, fuel storage, or other compressed-gas use
- ☐ Open flames, heating equipment, candles, or similar ignition sources
- ☐ Fireworks, pyrotechnics, or other special effects
- ☐ An increase or change in the normal occupant load of a building or event area
- ☐ Changes to, obstruction of, or temporary arrangements affecting exits, exit access, aisles, or means of egress
- ☐ Blocking, closing, narrowing, or otherwise affecting fire apparatus access roads, fire lanes, hydrants, or fire department connections
- ☐ Outdoor fairs, festivals, carnivals, concerts, community gatherings, or similar events
- ☐ Outdoor assembly events with anticipated attendance exceeding 1,000 persons
- ☐ Indoor vendor fairs, craft shows, trade shows, school events, exhibitions, fundraising events, seasonal sales, holiday bazaars, or temporary displays when the setup or activity may affect fire and life safety

WHAT MAY BE REQUIRED?

Depending on the event, the Fire Marshal may require a site plan, permit, pre-event inspection, crowd management plan, Life Safety Evaluation, emergency/weather procedures, fire watch, vendor documentation, tent flame-resistance certificates, generator information, temporary electrical plans, stage engineering documentation, or other event-specific safeguards.

WHEN SHOULD I CONTACT THE FIRE MARSHAL?

As early as possible in the planning process and before finalizing the event layout, vendor locations, tent placement, cooking areas, generators, or other temporary arrangements. Required permits and approvals must be obtained before the event.

NOT SURE? CONTACT THE FIRE MARSHAL'S OFFICE BEFORE THE EVENT IS SET UP.

Town of Suffield • Office of the Fire Marshal • 83 Mountain Road, Suffield, CT 06078

Based on Fire Marshal Special Event Policy #012