

COUNTY OF SANTA CLARA

Permitting Guidelines for Special Events, Bazaars, Carnivals, Circuses, Fairs, Festivals and other Outdoor Events

Temporary Event Permit Applications and Approvals

- County Building Services Division approval is required.
- County Planning Department approval is required.
- County Fire Marshal Office approval is required.
- County Environmental Health Department approval is required.
- County Department of Roads and Airports approval is required.
- Other: _____.

Site Plan Approval

Site Plan: Submit a site plan that includes the following:

a) Location of outdoor stages, bleachers, modular suites, tents, cooking tents, ticket booths, game booths, trailers, fuel storage, electrical equipment locations such as generators, electrical feeders, distribution sub-panels and portable power distribution (spider) boxes.

Building Permit: Obtain building permits for the approval and inspection of bleachers, modular offices and suites, stages, truss canopies, or temporary platforms with public access prior to setting up the event.

Electrical Permit: Obtain an electrical permit for all temporary or permanent electrical services before installation. All electrical service work shall be in accordance with the current edition of the California Electrical Code (CEC).

Generators

Portable Generators: The frame of a portable generator shall not be required to be connected to a grounding electrode as defined in 250.52 for a system supplied by the generator under the following conditions:

- a) The generator supplies only equipment mounted on the generator, cord-and plug connected equipment through receptacles mounted on the generator, or both, and
- b) The non-current-carrying metal parts of equipment and the equipment grounding conductor terminals of the receptacles are bonded to the generator frame.

Vehicle-Mounted: The frame of a vehicle shall not be required to be connected to a grounding electrode as defined in 250.52 for a system supplied by a generator located on this vehicle under the following conditions:

- a) The frame of the generator is bonded to the vehicle frame, and
- b) The generator supplies only equipment located on the vehicle or cord-and-plug connected equipment through receptacles mounted on the vehicle, or both equipment located on the vehicle and cord-and-plug-connected equipment through receptacles mounted on the vehicle or on the generator, and
- c) The non-current-carrying metal parts of equipment and the equipment grounding Conductor terminals of the receptacles are bonded to the generator frame.
- d) Generator is guarded so that the public does not have access.
- e) Label generator main disconnect.
- f) Generator electrical panel dead front is to be installed and all branch circuits and feeders labeled.
- g) Close all unused openings in the generator's electrical panel.

Transformers

Transformers shall comply with the applicable requirements of 240.4(A), (B)(3), and (C); 250.30; and Article 450 of the CEC.

Services

Services shall be installed in accordance with the applicable requirements of Article 230 of the CEC and, in addition, shall comply with the following:

- a) Guarding. Service equipment shall not be installed in a location that is accessible to unqualified persons, unless the equipment is lockable.
- b) Mounting Location. Service equipment shall be mounted on a solid backing and be installed to be protected from the weather, unless of weatherproof construction

Wiring Method

Flexible cords and cables shall comply with the following:

- a) Flexible cords and cables shall be listed for extra-hard usage, except where not subject to physical damage they may be listed for hard usage.
- b) Flexible cords and cables used outdoors shall be listed for wet locations and shall be sunlight resistant.
- c) Extra-hard usage flexible cords or cables shall be permitted for use as permanent wiring on portable amusement rides and attractions where not subject to physical damage.
- d) Single conductors. Single-conductor cable shall be permitted only in sizes 2 AWG or larger.
- e) Splices. Flexible cords or cables shall be continuous without splice or tap between boxes or fittings.

Rides, Tents and Concessions

(Rides require current State of California Department of Industrial Relations cert.)

Disconnecting Means.

Each ride and concession shall be provided with a fused disconnect switch or circuit breaker located within sight and within 6 ft. of the operator's station. The disconnecting means shall be readily accessible to the operator, including when the ride is in operation. Where accessible to unqualified persons, the enclosure for the switch or circuit breaker shall be of the lockable type. A shunt trip device that opens the fused disconnects or circuit breaker when a switch located in the ride operator's console is closed shall be a permissible method of opening the circuit.

Weatherproof. Sub-panels, controllers, disconnects, junction boxes, etc., if exposed to the weather shall be weatherproof (receptacles, switches, enclosures, boxes and cover plates).

Portable Wiring in Tents and Concessions.

Electrical wiring for lighting, where installed inside of tents and concessions, shall be securely installed and, where subject to physical damage, shall be provided with mechanical protection. All lamps for general illumination shall be protected from accidental breakage by suitable fixture or lamp-holder with a guard.

2.10 Portable Distribution or Termination Boxes

Portable Distribution or termination shall comply with the following:

Listing. All equipment for portable power distribution shall be listed, and to include portable power distribution boxes, feeder cables and connectors.

Construction. Boxes shall be designed so that no live parts are exposed to accidental contact.

Ground-Fault Circuit-Interrupter (GFCI) Protection for Personnel.

Protection: Equipment that is readily accessible to the general public and supplied from a 125-volt, single-phase, 15- or 20-ampere branch circuit shall be GFCI protected. The ground-fault circuit interrupter shall be permitted to be an integral part of the attachment plug or located in the power-supply cord, within 12 inches of the attachment plug. Listed cord sets incorporating ground-fault circuit-interrupter protection for personnel shall be permitted.

Protection of Electrical Equipment.

Protection: Electrical equipment and wiring methods in or on rides, concessions, or other units shall be provided with mechanical protection where such equipment or wiring methods are subject to physical damage.

Equipment Bonding.

Bonding: The following equipment connected to the same source shall be bonded:

- a) Metal raceways and metal-sheathed cable
- b) Metal enclosures of electric equipment
- c) Metal frames and metal parts of rides, concessions, tents, trailers, trucks, or other equipment that contain or support electrical equipment

Equipment Grounding.

Equipment Grounding Conductor: All equipment requiring grounding shall be grounded by an equipment grounding conductor of a type and size recognized by 250.118 of the CEC and installed in accordance with Article 250 of the CEC. The equipment grounding conductor shall be bonded to the system grounded conductor at the service disconnecting means or, in the case of a separately derived system such as a generator, at the generator or first disconnecting means supplied by the generator. The grounded circuit conductor shall not be connected to the equipment grounding conductor on the load side of the service disconnecting means or on the load side of a separately derived system disconnecting means.

Protection of Wiring.

Where accessible to the public, flexible cords and cables laid or run on the ground or on the floor shall be covered with approved nonconductive mats. Cables and mats shall be arranged so as not to present a tripping hazard.

Equipment Access: Equipment likely to present a risk of fire, electrical shock, or physical injury to the public shall be protected by barriers or supervised by qualified personnel so as to prevent public access.

Attractions Using Pools & Similar Installations with Contained Volumes of Water.

Lighting Fixtures, Submersible Pumps, & Other Submersible Equipment (Art 680.51 CEC)

Ground-Fault Circuit Interrupter: Lighting fixtures, submersible pumps, and other submersible equipment, unless listed for operation at 15 volts or less and supplied by a transformer listed for pool & spa use shall be protected by a ground-fault circuit interrupter

Grounding: The following equipment shall be grounded:

- a) All electrical equipment located within the fountain or within 1.5 m (5 ft.) of the inside wall of the fountain.
- b) All electrical equipment associated with the re-circulating system of the fountain
- c) Panel-boards that are not part of the service equipment and that supply any electrical equipment associated with the fountain.
- d) All electrical equipment, including power-supply cords, shall be protected by ground-fault circuit interrupters

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