



**ADOPTED ADMINISTRATIVE RULES  
FOR CITY CODE CHAPTER 4-20 (*Special Events*)**

- 1 Scope of Rules and Authority
  - 1.1 The administrative rules (Rules) contained within this document are promulgated by the Austin Center for Events (ACE) and intended to assist ACE in the implementation, administration, and enforcement of City of Austin Code, Chapter 4-20, related City resolutions and ordinances, and operating requirements of ACE.
  - 1.2 These rules apply to event organizers and planners, and properties for special events within the City of Austin for the benefit of the public health, safety, and welfare.
  - 1.3 City Code Section 4-20-2 (*Austin Center for Events*) authorizes ACE to adopt and, when ACE deems necessary, amend these Rules.



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2 Austin Center for Events (ACE)

- 2.1 Austin Center for Events (ACE) oversees the permitting and planning for temporary special events and festivals in the City of Austin. ACE assists event organizers through the city permitting process by providing requirements and guidelines necessary to produce a special event in the City of Austin. ACE also works with several local agencies, such as Capital Metro and the Texas Facilities Commission, for event planning and permitting. Austin is a vibrant community that hosts hundreds of local, national, and international events each year, ranging from music concerts, food festivals, and racing competitions, to parades, art exhibitions, and family fun. As our City continues to thrive, special events enrich Austin's quality of life and boost economic prosperity. The goal of ACE is to keep these events safe.
- 2.2 ACE is an interdepartmental team consisting of representatives from multiple city departments, including Austin Code, Austin Fire, Austin Police, Austin Public Health, Austin Resource Recovery, Austin-Travis County Emergency Medical Services, Austin Transportation, Austin Water Utility, City Manager's Office, Development Services, Economic Development Department's Music & Entertainment Division, Parks and Recreation, and Planning and Zoning.
- 2.3 When a participating department has specific responsibilities or requirements in these rules, the department and its representative will be identified as follows:

<b>Department Name</b>	<b>Representative</b>
Austin Code Department	ACE-ACD
Austin Fire Department	ACE-AFD
Austin Police Department	ACE-APD
Austin Public Health	ACE-APH
Austin Resource Recovery	ACE-ARR
Austin Transportation Department	ACE-ATD
Austin-Travis County Emergency Medical Services	ACE-EMS
Austin Water Utility	ACE-AWU
City Manager's Office	ACE-CMO
Development Services Department	ACE-DSD
Economic Development Department's Music & Entertainment Division	ACE-MED
Parks and Recreation Department	ACE-PARD
Planning and Zoning	ACE-PAZ
Sustainability Office	ACE-SO



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3 Definitions

3.1 Except as provided in Rule 3.2, terms used in these rules have the same meaning as those found in Chapter 4-20 (*Special Events*) or other applicable City Code requirements.

3.2 In these rules:

**Applicant** means the event organizer or the person designated by the event organizer to submit a special events application.

**Beer Garden** means an enclosed area constructed by the event organizer where alcoholic beverage sales and consumption may occur at a special event venue.

**Carnival** means an assembly of people that attend a traveling amusement show, having games, rides, etc. The majority of the event requires interaction by the public.

**Circus** means an assembly of people that attend a traveling company of acrobats, trained animals, show people, etc. that give performances. Usually no interaction by the public.

**Complete Closure** means the complete closure of a public street to vehicular traffic in any direction.

**Courtesy Advisory Notice** means an additional notice that is provided to Interested Persons when the closure permit application is processed early.

**Director** means the director or director's designee of a department that participates in ACE.

**Exhibit** means a public display (a work of art or item of interest) in an art gallery or museum or at a trade fair.

**Event Hosting Facilities** are assembly areas with or without fixed seating intended for the gathering of persons for various functions and activities. This includes, arenas, hotel ballrooms, large conference rooms, event spaces within buildings, or any other assembly-type use (A-1 thru A-5) as defined by the International Building Code (IBC).

**Festival/Fair** means a celebration or program of events or entertainment with a specified focus that occurs periodically.

**Fireworks Permit** means the operational permit required to manufacture, store, handle, sell, or use any quantity of fireworks or pyrotechnic special effects.

**Flame Effect** means the combustion of flammable solids, liquids or gases to produce thermal, physical, visual or audible phenomena before an audience.

**Helistop** means is an area of land, water, or structure used or intended to be used for the landing and takeoff of helicopters, and includes its buildings and facilities (if any).



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**Membrane-Covered Cable Structure** means a non-pressurized structure in which a mast and cable system provides support and tension to the membrane weather barrier and the membrane imparts stability to the structure, typically a frame structure with tent fabric stretched over the pole/frame structure. (If fabric is removed, the frame will remain standing.)

**Membrane-Covered Frame Structure** means a non-pressurized building wherein the structure is composed of a rigid framework to support a tensioned membrane which provides the weather barrier. (If fabric is removed, the frame will remain standing.)

**Mobility Plan** means a plan for bicycle parking and encouraging alternative transportation.

**Moving Event** means a street event that includes a complete or partial closure of public streets, sidewalks or surrounding rights-of-way for a parade or run that moves outside of its venue area.

**Neighborhood Association** means a neighborhood association registered with the City for a neighborhood whose boundaries either include the public street to be closed, or extend to a point within 1/2 of a mile of a public street to be closed.

**Officer Controlled Intersection** means an intersection that is controlled by a police officer.

**Open Flame Performance:** means an act by which a performer manually manipulates an open flame or flaming equipment in a performance before a proximate audience.

**Parade** means a march or procession that:

- (a) does not comply with normal traffic regulations or controls on a public right-of-way; or
- (b) consists of people, animals, and vehicles.

**Park Special Event Venue** means a public recreation area that is designated by the Director of the Parks and Recreation Department to host special events.

**Park Closure Category** is defined as the level of event impact to the public access. There are four park closure categories.

- An open park provides full accessibility – normal day in the park without event uses.
- In Use – a significant portion of the park is reserved or impacted without using fences or barriers. Includes increased pedestrian and vehicular activity.
- Partially Open - greater than 50% available without a ticket and unfenced.
- Minimally Open - more than 50% closed, only available to ticketed patrons.
- Closed – no accessibility - ticketed participation only.



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**Partial Closure** means the closure of a public street that maintains at least one lane for vehicular traffic in any direction.

**Private Event** means an event where a limited and finite count of guests is expected. An example would be a wedding, or birthday party, or private company employee reception, which is not open to the public.

**Public Assembly** means the use of a building or structure, or a portion thereof, for the gathering together of persons for the purposes such as civic, social or religious functions, recreation or entertainment, food or drink consumption or awaiting transportation. A room or space used for assembly purposes by less than 50 persons and accessory to occupancy shall be included as a part of that occupancy.

**Public Event** means an event where at least one of the following apply:

1. the guest list is not finite or limited;
2. any individual may purchase or acquire a ticket for entrance or participation;
3. any individual may attend the event; or
4. the event is advertised to the public on a website or through print or radio media.

**Pyrotechnics device:** 3.3.40 NFPA 1126 – any device containing pyrotechnic material or pyrotechnic effect simulation equipment and capable of producing a specific effect as defined in NFPA 1126.

**Reasonable Access** means an officer controlled intersection, emergency access, or at least one unobstructed route that reasonably allows access in and out of a geographic area which would otherwise not have access as a result of a partial closure or complete closure.

**Residential Area** means a part of a right-of-way closure area that includes residential dwelling units.

**Stationary Event** means a full or partial closure of public streets, sidewalks or surrounding rights-of-way that does not move outside of its venue area.

**Street Event** means a special event that includes a right-of-way closure area.

**TABC** means the Texas Alcoholic Beverage Commission, an agency of the State of Texas.

**TCOU** means a Temporary Change of Use Permit that allows a gathering of 50 or more people in a building and any associated space that is confined by fences, walls, or similar structures that lacks a permanent certificate of occupancy as an assembly. Examples include: use of a vacant building, warehouse, or a high rise office building/garage.

**Temporary Traffic Control Device** means a traffic control device that facilitates road user movements on a temporary basis during a street event.



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**Tensile Membrane Structure** means a membrane structure shaped by tension in the membrane and the geometry of the support structure. Typically, the structure consists of both flexible elements (e.g., membrane and cables), non-flexible elements (e.g., struts, masts, beams and arches) and the anchorage (e.g., supports and foundations). This includes frame-supported tensile membrane structures.

**Trade Show** means a large exposition that promotes awareness and sales of products within an industry.

**Traffic Control Device** means a sign, signal, marking, police officer, or other device used to regulate, warn, or guide road users, which is placed or located on, over, or adjacent to a public street, highway, pedestrian facility, or bikeway by government official with jurisdiction over the public street, highway, pedestrian facility, or bikeway.

**Traffic Control Plan** means a plan that describes the activity location, its existing conditions, the areas to be blocked or restricted, and the number, types, and locations of temporary traffic control devices.

**Traffic Control Peace Officer** means a police officer commissioned by the City of Austin, peace officer on duty and acting in an official capacity of his or her agency, or a peace officer authorized by the Austin Chief of Police to act as a traffic control device.



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- 4 General Information Requirements
- 4.1 Information Required for All Tiers. An application is not complete unless it includes the information described in these rules and Section 4-20-31 (*Contents of Special Event Application*).
- 4.1.1 Applicant's name, physical address, electronic mail address, and telephone.
  - 4.1.2 Event organizer's name, address, and telephone.
  - 4.1.3 Designated event point of contact's name, address, and telephone.
  - 4.1.4 Event location, date(s), time(s), and schedule.
  - 4.1.5 Event description and any ancillary activities.
  - 4.1.6 Approximate number of attendees.
  - 4.1.7 If the event is held by, for, or on behalf of an organization other than the applicant, written documentation from the organization that
    - 4.1.7.1 authorizes the applicant to apply for a permit on its behalf; and
    - 4.1.7.2 certifies that the organization is responsible for any costs or fees imposed in connection with the event.
  - 4.1.8 Proposed amount of event parking.
  - 4.1.9 Proposed route and at least one alternate route for a procession, parade, and athletic event.
  - 4.1.10 An ACE Application Processing Fee ("Application Fee") is required at the time of the application submittal. Reviews of the application by ACE departments will not begin until the Application Fee has been paid and the application has been determined to be complete. The Application Fee is non-refundable after the application has been determined to be complete even if the applicant later cancels or withdraws their application.
  - 4.1.11 An ACE Permit Fee ("Permit Fee") is required before the permit is issued. If an applicant withdraws their application before DSD verifies all substantive reviews from ACE departments have been completed or the application is denied by ACE during the review of the application, no Permit Fee will be invoiced.
  - 4.1.12 Upon application submittal, ACE will perform a completeness check to determine if all required information described in 4.1 and 4.2 has been submitted. A completeness check includes an initial review of the location, date, and proposed activities.
  - 4.1.13 If ACE determines the wrong application was submitted for the proposed special event during completeness check, the application will be rejected, and the Application Fee will be refunded. When possible, ACE will provide a link to the applicant for the correct application or information for the appropriate agency to contact.
  - 4.1.14 If an application is determined to be incomplete, ACE will contact the applicant and request the missing required information and documents. If the applicant fails to provide the required information and documents or fails to modify the application, the application will be denied without being distributed to ACE



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departments. ACE will provide written reason(s) for the denial of the application that will be sent to the applicant.

- 4.1.15 Once an application has been deemed complete and the applicant has paid the Application Fee required under Section 4.1.10, the application will be distributed to the ACE departments for a more detailed review.
  
- 4.2 Layout Plan
  - 4.2.1 The layout plan shows how the event will comply with City, State, and Federal requirements.
  - 4.2.2 A layout plan must be legible, close to scale, and provide sufficient space detail that illustrates the event's layout and proposed activities.
  - 4.2.3 ACE may require a professionally drawn layout plan when an engineer's verification letter or other similar requirement is required by these Rules.
  - 4.2.4 Information to include
    - 4.2.4.1 Location of structures, fire department connections (FDC), fire lanes, streets, alleys, nearby hydrants and fencing (when used);
    - 4.2.4.2 Footprint of the building and fencing, including the location of exits, sidewalks, and pathways;
    - 4.2.4.3 Proposed special event boundaries;
    - 4.2.4.4 Proposed location of production areas;
    - 4.2.4.5 Proposed location and amount of event parking;
    - 4.2.4.6 Proposed emergency vehicle ingress and egress;
    - 4.2.4.7 Emergency egress or escape routes;
    - 4.2.4.8 Pathway used for attendees and vehicles, including parking;
    - 4.2.4.9 Dimensions of the site;
    - 4.2.4.10 Public assembly;
    - 4.2.4.11 Within the interior of a building:





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- 4.2.4.11.1 Floor plan, including the dimensions and direction of door swings
- 4.2.4.11.2 Furnishings that will be used for the event;
- 4.2.4.11.3 Location of fire alarm panels, fire alarm pull stations, and fire extinguishers
- 4.2.4.11.4 Location of exits to the outside
- 4.2.4.12 Exiting for surrounding structures that may be impacted by the event;
- 4.2.4.13 A key that indicates direction of north, areas that will be used for the event; and notes about the event.
- 4.2.4.14 Layout for the event
  - 4.2.4.14.1 Location of tents or temporary structures (including dimensions)
  - 4.2.4.14.2 Vendor, merchandise, and food concession distribution areas;
  - 4.2.4.14.3 Size and location of any stages, including the orientation of amplified sound;
  - 4.2.4.14.4 Location of emergency medical services;
  - 4.2.4.14.5 Any other specific details ACE requires.
- 4.3 Public Safety Plans.
  - 4.3.1 For a tier 2, 3, or 4 special event, an applicant must prepare a public safety plan for a special event that includes the information described in Subsection 4-20-50(B) (*Public Safety Plan*) and complies with this rule.
  - 4.3.2 For a tier 1 special event, ACE will provide a checklist that includes recommendations and considerations for each event planner.
  - 4.3.3 As part of a safety plan, an event organizer must provide a written list of non-City public safety resources that will be used at the event. Except as provided in Rule 4.3.6.4, the list is due at least 30 days before the start of the special event and must include names, roles/responsibilities, and contact information.
  - 4.3.4 A venue's established Emergency Action Plan (EAP) may be submitted, which will be considered substantial compliance with the requirement to submit a public safety plan.
    - 4.3.4.1 ACE will review the EAP to determine whether it achieves the intent and purpose of a public safety plan for the special event that is the subject of the application.
    - 4.3.4.2 Even with an EAP, ACE may require additional public safety measures to achieve the intent and purpose of public safety plans.
  - 4.3.5 ACE-APD
    - 4.3.5.1 Police Officer Count.
      - 4.3.5.1.1 Since every event is unique, ACE-APD will determine the number of officers required on a case-by-case basis.



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- 4.3.5.1.2 The number is based on the size, location, scope, and elements of each event.
- 4.3.5.2 Beer Gardens
  - 4.3.5.2.1 A beer garden is required when alcohol will be served outdoors during a special event that occurs on a City street, right-of-way, or facility.
  - 4.3.5.2.2 A beer garden must be fenced in a manner that prevents an individual from passing alcohol from the beer garden to any area outside of the enclosure. A fence must be
    - 4.3.5.2.2.1 a six-foot tall fence that is non-bendable so that it secures the perimeter of the event; or
    - 4.3.5.2.2.2 a four-foot tall fence with a six-foot wide moat.
  - 4.3.5.2.3 Security personnel must monitor the entry and exit points to ensure alcohol does not enter or leave the area.
  - 4.3.5.2.4 ACE-APD may approve a configuration that is different from those described in this rule if ACE-APD determines that the configuration achieves the purpose of the fencing requirement.
  - 4.3.5.2.5 At least two peace officers commissioned by the City of Austin must be present when alcohol is served, consumed, or possessed during event hours and while attendees are present.
- 4.3.5.3 Bubble Escort and Walking Events
  - 4.3.5.3.1 Applicability. A special event that moves, impacts the City's right-of-way, and requires only peace officers and their equipment while providing the escort.
  - 4.3.5.3.2 For an event with less 100 attendees, ACE-APD encourages attendees to use sidewalks and obey all traffic control devices so that an escort is not required.
  - 4.3.5.3.3 For an event with more than 100 attendees or uses the streets, at least three traffic control peace officers are required.
  - 4.3.5.3.4 ACE-APD may require additional traffic control peace officers based on the time, the location, the number of participants, the planned street route, and the number of intersections that will likely be impacted.
- 4.3.5.4 Enhanced Barricading
  - 4.3.5.4.1 When ACE-APD determines that enhanced barricading is required, vehicles must be used to supplement traffic control devices.
  - 4.3.5.4.2 Factors that influence whether enhanced barricading is required include: (a) location; (b) public interest generated by the special event; (c) size of the event; (d) size or allowed speed on adjacent streets; and (e) the proximity of vehicular traffic to pedestrians.



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- 4.3.5.4.3 When appropriate, ACE-APD may require traffic control peace officers and police vehicles for an intersection included within a right-of-way closure area. If not required, ACE-APD recommends these measures to enhance safety.
- 4.3.5.5 APD's Explosive Ordinance Disposal Unit (EOD). ACE-APD may require EOD presence at a special event if the event's risk factors are heightened. If not required, ACE-APD recommends an applicant for a special event that anticipates more than 5,000 individuals request EOD conduct a sweep and be on standby for the special event.
- 4.3.6 ACE-EMS
  - 4.3.6.1 The resources required for a special event are determined using the ACE-EMS Resource Matrix (Matrix), which is marked as Exhibit A and incorporated into these rules.
  - 4.3.6.2 If the applicant disagrees with the resources required or suggested in the Matrix, the applicant must provide a written explanation of why their event should not have to provide the required or suggested resources.
  - 4.3.6.3 ACE-EMS will make the final decision on the resources after considering the information provided by the applicant.
  - 4.3.6.4 At least 45 days before the first day of an event, the applicant must identify the medical assets that are not employed by Austin-Travis County EMS but will be available at the event
  - 4.3.6.5 Non Austin-Travis County EMS Medical Asset Information
    - 4.3.6.5.1 The number of first-aid personnel and times that first-aid will be available.
    - 4.3.6.5.2 A description of the level of care that can be provided (e.g. ALS or BLS).
    - 4.3.6.5.3 A description of the level of certification each provider holds.
    - 4.3.6.5.4 The number of personnel scheduled per shift and the hours for each shift, if there is more than one start or end time for first-aid personnel.
    - 4.3.6.5.5 The location of each fixed first-aid tents and the number of personnel staffing each location.
    - 4.3.6.5.6 The number of mobile first-aid teams and the number of personnel staffing each team.
    - 4.3.6.5.7 The number of Automated External Defibrillators (AED) that will be present at each first-aid location (fixed and mobile).
    - 4.3.6.5.8 A written plan to contact Austin-Travis County EMS for off-site transport needs (e.g. 9-1-1 or through the command post).
  - 4.3.6.6 The final EMS information must be submitted to ACE-EMS at least seven days before the event begins.
  - 4.3.6.7 EMS Follow Up Report



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- 4.3.6.7.1 Within 30 days from the end of an event, an event organizer must provide the following information to ACE-EMS on a form approved by ACE-EMS: (a) number of patients evaluated; (b) primary complaint of each patient (e.g. chest pain or injury); (c) the number of patients transported to the hospital via EMS; and (d) the number of patients referred to further care that was not located at a hospital.
- 4.3.6.7.2 An event organizer shall not include patient identifying information (e.g. name, home address, or social security number).
- 4.3.7 ACE- AFD. The applicant must provide the following information:
  - 4.3.7.1 A procedure to report a fire or other similar emergency.
  - 4.3.7.2 A procedure to notify staff and the attendees when an emergency occurs.
  - 4.3.7.3 A procedure to evacuate individuals, including those who may have additional assistance needs.
  - 4.3.7.4 A list of site specific hazards.
  - 4.3.7.5 Identify personnel responsible for implementing a fire plan.
  - 4.3.7.6 For weather-related emergencies,
    - 4.3.7.6.1 a procedure to notify staff and attendees of a weather-related emergency that includes when evacuation is required; and
    - 4.3.7.6.2 the site where individuals will go when the special event venue is evacuated.
  - 4.3.7.7 Inclement weather contingency plans.
- 4.4 Waste Management Plan.
  - 4.4.1 An applicant must provide a plan that includes: (a) estimated number of attendees; (b) a description of the waste management services that will be provided along with proof of waste management services that will be provided; (c) landfill trash service capacity; and (d) location and signage of containers within the event's footprint.
  - 4.4.2 After an event, ACE-ARR may require an event organizer to provide evidence (copies of invoices, receipts, weight tickets) that waste management services were provided.
- 4.5 Waste Reduction and Diversion Plan.
  - 4.5.1 An applicant for a Tier 2, 3, or 4 special event must provide a plan that includes: (a) location and signage of recycling containers; (b) a description of the waste reduction and recycling services that will be provided; (c) proof of the waste reduction and recycling services that will be provided so that materials are properly diverted.
  - 4.5.2 The waste reduction and recycling services must meet the following standards:
    - 4.5.2.1 recycling capacity must equal or exceed landfill trash capacity (1:1 ratio);



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- 4.5.2.2 aluminum, plastics, and cardboard must be recycled;
- 4.5.2.3 landfill trash, recycling, and organic diversion bins must be grouped adjacent to each other in common collection areas, properly labeled, and properly maintained;
- 4.5.2.4 diversion containers for landfill trash, recyclables, and organics are stored and maintained to prevent vectors, illegal dumping, leaking, blowing, and falling out.
- 4.5.3 An applicant may request a waiver or propose an alternative compliance method for waste reduction and diversion related to alternative materials substitution, restrictions on placement of diversion containers, or potential violation of one or more federal, state, county, or city requirements.
- 4.5.4 To further the purposes of this plan, an event organizer needs to educate event staff and vendors about the availability and location of landfill trash and diversion containers.
- 4.5.5 After an event, the event organizer must provide evidence (copies of invoices, receipts, weight tickets) that waste reduction and recycling services were provided. The purpose of providing this information is to confirm compliance with the plan.
- 4.6 Emissions Management Plan. This requirement applies to a Tier 4 special event.
  - 4.6.1 After an event. On a form approved by ACE-SO, the event organizer must submit documentation that identifies the actual equipment types used and, to the extent feasible, identifies equipment usage and the activities relied upon to reduce emissions.
- 4.7 Mobility Plan. This requirement applies to a Tier 4 special event.
  - 4.7.1 An applicant required to submit a plan for bicycle parking that also encourages alternative transportation must complete a form that includes:
    - 4.7.1.1 The amount of bicycle parking within the special event venue and in close proximity to the special event venue.
    - 4.7.1.2 Total bicycle capacity of temporary bicycle racks to be rented.
    - 4.7.1.3 If the event has occurred more than one time, identify the bicycle parking goal.
    - 4.7.1.4 Map of designated parking areas, preferably adjacent to existing or temporary bicycle racks, for bike share and dockless bicycles and scooters.
    - 4.7.1.5 Plan for signage and wayfinding to bicycle parking for event attendees.
    - 4.7.1.6 Information about arriving to the event by bicycle for use on the event's website.
  - 4.7.2 An applicant must implement one strategy in each of the following categories: (a) information and incentives; (b) multi-modal access; (c) public transit and sharing rides; and (d) bicycling, bike share, and scooter share.
  - 4.7.3 An applicant must prepare a surveying and reporting strategy related to encouraging alternative transportation that attempts to capture travel patterns of attendees and includes an opportunity for feedback. An applicant complies with this rule if the



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event organizer sends all attendees who provide an email address a link for a standard online survey created by ACE-ATD.

- 4.7.4 An event organizer must provide the following information after the special event:
  - 4.7.4.1 To the extent feasible, a summary of zip code data.
  - 4.7.4.2 Results of the survey described in Rule 4.7.3.
  - 4.7.4.3 Evidence of how the event capacity for bicycling parking for personally-owned bicycles, dockless bicycles and scooters, and bike share was utilized (photographs or observations noted during the event).
  - 4.7.4.4 Documentation of which strategies worked and did not work plus general observations of mobility and parking demands during the event.
  - 4.7.4.5 Documentation of how the event organizer intends to modify its strategies for next year's event.
  - 4.7.4.6 If an event organizer did not achieve the parking goal for the current year, why the event organizer believes this result occurred.
  - 4.7.4.7 After an event organizer debriefs with ACE, identify the bicycle parking goal for next year.
- 4.7.5 ACE encourages an applicant of a Tier 1, 2, or 3 event to submit a mobility plan.
- 4.8 ACE recommends submitting a plan to address rain or other weather-related issues when the applicant submits the initial application.



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- 5 Sound Equipment Requirements.
  - 5.1 Information required.
    - 5.1.1 Accurate stage dimensions with orientation of sound.
    - 5.1.2 The number of main speakers and the size of the speaker cones.
    - 5.1.3 The number of subwoofer speakers and the size of the speaker cones.
    - 5.1.4 The number of monitor speakers and the size of the speaker cones.
    - 5.1.5 The number of any other speakers being used and the size of the speaker cones.
    - 5.1.6 A talent list that includes the name or, if the name is not known at the time an application is submitted, the talent category of each performer.
      - 5.1.6.1 Category A: Artists who currently play in stadiums, arenas, or amphitheaters.
      - 5.1.6.2 Category B: Artists who currently play large clubs or theaters.
      - 5.1.6.3 Category C: Artists who currently play small clubs.
  - 5.2 Preliminary recommendation.
    - 5.2.1 An application must include anticipated stage size and sound equipment system, and confirmed or anticipated talent category to receive a preliminary recommendation
    - 5.2.2 Except as provided in Rule 5.2.1, an application will be considered complete for purposes of a preliminary recommendation related to sound equipment if the application includes sufficient information about the proposed venue, location, and the sound equipment for ACE-MED to analyze potential impacts.
    - 5.2.3 If the applicant makes substantive changes to the information described in 5.2.2, ACE-MED may amend the recommendation.
  - 5.3 Notification required.
    - 5.3.1 An applicant must comply with the notice requirements for a Tier 3 or 4 special event that includes the use of sound equipment and lasts at least 24 hours.
    - 5.3.2 An applicant must comply with the notice requirements for a Tier 2 event if the special event venue is located near residential uses and is the type or scale that could have a potential sound impact.
    - 5.3.3 If an applicant is required to provide notice under Rule 5.3.1 or 5.3.2 and under Rule 6, the applicant is only required to provide the notice required in Rule 6.
    - 5.3.4 Persons entitled to notice.
      - 5.3.4.1 The owner of a single-family residential use located within 600 feet of the proposed special event venue.
      - 5.3.4.2 A multi-family residential use adjacent to the proposed special event venue.





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- 5.3.4.3 A neighborhood associated registered with the City's Community Registry and with declared boundaries within 600 feet of the proposed special event venue.
- 5.3.5 Notification process.
  - 5.3.5.1 ACE will provide the applicant with an approved notification template.
  - 5.3.5.2 ACE will provide the applicant with a list of addresses of the interested persons entitled to notice.
- 5.4 Sound impact plan.
  - 5.4.1 ACE-MED will review an application based on the type of permit sought and its potential impacts to the surrounding community.
    - 5.4.1.1 The review may include on-site inspections and sound measurements, discussions with nearby residents and business owners, and any additional research relevant to assessing potential impacts.
    - 5.4.1.2 For an event on city parkland, ACE-MED will coordinate its review with ACE-PARD.
    - 5.4.1.3 For an event in a right of way closure area, ACE-MED will coordinate its review with ACE-ATD.
  - 5.4.2 Based on the application review, ACE-MED will approve or deny the use of outdoor sound equipment and, if the application is approved, prepare a sound impact plan with appropriate conditions and restrictions.
  - 5.4.3 If necessary to protect public health and safety, the sound impact plan may include additional restrictions such as (a) decibel limits, which may include a C-weighted decibel limit in addition to a standard A-weighted decibel limit; and (b) hours sound equipment may be operated.
  - 5.4.4 When reviewing an application, the following factors will be considered:
    - 5.4.4.1 suitability of the site for outdoor music based on topography and proximity to existing residential, commercial, and civic uses;
    - 5.4.4.2 size and capacity of the site or venue covered by the application;
    - 5.4.4.3 sound-mitigating design features proposed in the application, including building design, stage construction and orientation, buffering, size, location, and orientation of speakers;
    - 5.4.4.4 restrictions on decibel levels or hours of operation proposed by the applicant;
    - 5.4.4.5 ownership and operation of decibel meters;
    - 5.4.4.6 availability of a responsible party to attend and monitor outdoor music events;
    - 5.4.4.7 potential for additional sound mitigation; and
    - 5.4.4.8 history of noise complaints and violations at the site.
  - 5.4.5 Outdoor special event venues located within 600 feet of residential uses.
    - 5.4.5.1 When site that is the subject of the application is located within 600' of residential uses, the application may require additional review that





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considers the scale and intensity of the proposed sound equipment to reduce potential impacts to the surrounding community.

- 5.4.5.2 The result of the review may result in conditions that limit the scale and intensity of the sound equipment, decibel limits, and hours of operation.



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- 6 Public Right-of-Way Closures.
  - 6.1 Duties of the ACE-ATD
    - 6.1.1 ACE-ATD maintains a step by step timeline worksheet for each street event.
    - 6.1.2 In addition to approving the form of notification and method to distribute a notification, ACE-ATD is authorized to require a courtesy advisory notice for a street and to approve the method used to distribute the notice.
    - 6.1.3 ACE-ATD may waive a rule or requirement related to a public right-of-way closure.
  - 6.2 Notification is required for a Tier 3 or 4 special event that requires a closure permit under Chapter 14-8 (*Temporary Closure for Special Events and Block Parties*).
    - 6.2.1 ACE will provide the applicant with an approved notification template.
    - 6.2.2 ACE will provide the applicant with a list of addresses of the interested persons entitled to notice.
    - 6.2.3 At least ten days before the event, the applicant is required to post additional signage in and around the right-of-way closure area.
  - 6.3 Moving Events
    - 6.3.1 A moving event or when two or more street events will occur substantially simultaneous, ACE-ATD will not approve a closure that will completely close or cross at grade at (a) 5th and 6th Streets, from Mopac to IH-35 or; (b) Lamar Boulevard from West 38th Street to Ben White Boulevard.
    - 6.3.2 ACE-ATD may not approve a moving event that will prevent two-way vehicular traffic on Oltorf Street at any time.
    - 6.3.3 A moving event may not prevent reasonable access to a geographic area that otherwise not have access as a result of the moving event.
    - 6.3.4 ACE-ATD may not approve a moving event between the hours of 7AM-7PM, Monday through Friday, within the area bounded by Lamar Boulevard, IH 35, Oltorf Street and Martin Luther King Jr. (MLK) Boulevard, unless the moving event will occur on a legal holiday recognized by the City or State of Texas.
  - 6.4 Stationary Events. During a stationary event, the following conditions must be maintained:
    - 6.4.1 The Lamar Boulevard from West 38th Street to Ben White Boulevard must not be occupied.
    - 6.4.2 East-West access must be maintained on at least two of the following streets:
      - 6.4.2.1 Cesar Chavez Street, from Mopac to IH-35;
      - 6.4.2.2 Fifth and Sixth Streets (as one-way paired streets); or
      - 6.4.2.3 Eleventh Street
    - 6.4.3 North-South access must be maintained on one of the following two alternatives between Riverside Dr. and 11th Street:



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- 6.4.3.1 Congress Avenue; or
- 6.4.3.2 Guadalupe Street and Lavaca Street (as one-way paired streets).
- 6.4.4 North-South access must be maintained on one of the following two alternatives between Cesar Chavez St. and Martin Luther King Jr. Boulevard.
  - 6.4.4.1 IH-35 Service Roads; or
  - 6.4.4.2 San Jacinto Boulevard and Brazos Street (as one-way paired streets).
- 6.4.5 Reasonable access to parking facilities must be maintained during a stationary event.
  
- 6.5 Walking Events. A walking event must utilize a bubble for temporary traffic control unless exempted by ACE-ATD and ACD-APD.
  
- 6.6 Event Coordination
  - 6.6.1 A street event or two or more substantially simultaneous street events may not result in the complete closure of the Ann W. Richards Congress Avenue Bridge and the Drake South First Street Bridge simultaneously.
  - 6.6.2 ACE-ATD may require an event organizer to provide proof that Capital Metro was contacted to address bus routes, alternatives and various modes of transportation. This proof must be in a form acceptable to ACE-ATD.
  - 6.6.3 The ACE-ATD may not approve a right-of-way closure for a special event if it will occur in close geographic or time proximity to the location of another ACE-approved special event with a right-of-way closure or temporary change of use permit, unless the ACE-ATD determines that (a) sufficient separation between events exists; and (2) all the right-of-way closures and temporary change of use permit activities can be accommodated.
  
- 6.7 Traffic Control Devices
  - 6.7.1 An event organizer must pre-stage temporary traffic control devices so that the most traveled public streets are closed last. The traffic control plan must identify priority streets and timeframes for their closing and re-opening.
  - 6.7.2 During a street event, a temporary traffic control device must be removed from a public street located within an area of high volume roadway traffic when participant safety will not be compromised.
  - 6.7.3 A temporary traffic control device may not pre-staged more than 20 hours before the start of the street event.
  - 6.7.4 Before a temporary control device may be removed from the roadway, the last participant must clear the block.
  - 6.7.5 When a street event concludes, each temporary traffic control device must be removed in the manner required by ACE-ATD.
  - 6.7.6 Written consent from the property owner is required before a temporary traffic control device may be placed on private property.



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- 6.7.7 A temporary traffic control device that is pre-staged in the public right-of-way may not be located on an active travel-way or a curb ramp; and may not be placed in a manner that reduces the usable width of a sidewalk to less than five feet.



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- 7 Requirements for Temporary Changes to a Site and Temporary Structures.
- 7.1 TCOU (Change of Occupancy Use Limits)
- 7.1.1 A building may not be used for a special event unless the building has an assembly-type certificate of occupancy or ACE-AFD approves a TCOU.
- 7.1.2 The final occupant load will be based on the approved layout plan. If the layout plan is inaccurate, then ACE-AFD may revise the occupant load as needed. If the advanced ticket sales or invitations exceed the approved occupant load, the applicant must revise the layout plan to incorporate a queuing line.
- 7.1.3 The following are required before a TCOU may be approved:
- 7.1.3.1 Building must have a valid certificate of occupancy. The applicant must provide ACE-AFD evidence of the approved certificate of occupancy. An applicant may request a copy of the certificate of occupancy from Development Service Department's Commercial Plan Review Division.;
- 7.1.3.2 Application must identify the current use of occupancy.
- 7.1.3.3 Temporary or permanent building and site area modifications may be required based layout plan review and site inspection findings. These modifications may relate to:
- 7.1.3.3.1 Egress and exiting.
- 7.1.3.3.2 Fire suppression and fire alarm systems.
- 7.1.3.3.3 Portable fire extinguishers.
- 7.1.3.3.4 Emergency lighting.
- 7.1.3.3.5 Occupancy load limits.
- 7.1.3.3.6 Fire lanes.
- 7.1.3.3.7 Fire Hazard and hazardous material mitigation.
- 7.1.3.3.8 Occupancy hazards.
- 7.1.4 All building life safety systems must have current inspections with no noted deficiencies. (fire alarm, fire sprinklers, standpipe systems, hood suppression systems, fire extinguishers, emergency power and lighting).
- 7.1.5 Fire alarm system must have music shunt installed for any sound equipment.
- 7.1.5.1 Required for indoor sound equipment in buildings with 300 or more occupants.
- 7.1.5.2 Alarm plan submittals, additions to alarm system and ACE-AFD inspections prior to event may be required.
- 7.1.6 If the building is not approved for an assembly, a TCOU permit is required. A TCOU may be approved if conditions for occupancy are met.
- 7.1.7 Changes in floor plans or layout of the event.
- 7.1.7.1 During an event, if the layout plan changes, then the changed layout plan may require an additional TCOU and additional inspections. If an



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- additional TCOU is required, the event organizer will be assessed additional fees.
- 7.1.7.2 Before an event begins, if the layout plan changes after ACE-AFD review is complete, then the changed layout plan will require additional plan review and the event organizer will be assessed an additional plan review fee.
- 7.1.7.3 After ACE-AFD review is complete, if the event organizer or the event organizer's designee fails to communicate layout plan changes, then ACE-AFD's review and approvals are not effective.
- 7.1.8 Fire watch- ACE-AFD may require a fire watch or standby if additional fire and life safety hazards are identified during the review process.
- 7.1.9 The following may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event:
- 7.1.9.1 After hours Inspection services,
- 7.1.9.2 Fire watch, onsite stand-by inspectors and/or stand-by fire apparatus.
- 7.2 Temporary Use Permits (Uses Allowed at a Site).
- 7.2.1 When an applicant wants to hold a special event at a location where the use of the location for a special event is inconsistent with the permanent use of the property, the applicant must submit a request to ACE.
- 7.2.2 Temporary use requests will only be reviewed for properties in non-residential zoning districts.
- 7.2.3 A circus, carnival, rodeo, fair or similar activity must be at least 200 feet from a residence and located in a General Commercial Services (CS) or less restrictive zoning district.
- 7.2.4 ACE's review of the temporary use request may include on-site inspections, discussions with interested persons (residential and business), or other relevant information.
- 7.2.5 ACE may approve the request after determining that it:
- 7.2.5.1 will not impair the normal, safe, and effective operation of a permanent use on the same site;
- 7.2.5.2 will be compatible with nearby uses;
- 7.2.5.3 will not adversely affect public health, safety, or convenience;
- 7.2.5.4 will not create a traffic hazard or congestion; and
- 7.2.5.5 will not interrupt or interfere with the normal conduct of uses and activities in the vicinity.
- 7.2.6 As part of the approval, ACE may include conditions determined necessary to ensure compatibility and minimize adverse effects on nearby uses.
- 7.2.7 If ACE determines the proposed site is not suitable for a special event, the staff will explore options to modify the event to allow it to be suitable, and provide guidance to the applicant for their consideration regarding changes to the application that would make it acceptable.



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- 7.3 Temporary Structures.
  - 7.3.1 A building permit is required if
    - 7.3.1.1 the proposed temporary structure will have more than 120 square feet of floor space and will be occupied by ten or more individuals; or
    - 7.3.1.2 a membrane structure (tent) will be erected on a building, balcony, deck, stage, platform, or other structure.
  - 7.3.2 Examples include stages, risers, decks, bleachers, temporary walls, and elevated tents.
  - 7.3.3 An applicant must provide the following information for each temporary structure:
    - 7.3.3.1 dimensions
    - 7.3.3.2 square footage
    - 7.3.3.3 elevations
    - 7.3.3.4 walls
    - 7.3.3.5 exits
    - 7.3.3.6 width of exits
    - 7.3.3.7 construction type
    - 7.3.3.8 system model number
    - 7.3.3.9 intended use of the structure
    - 7.3.3.10 where the structure will be used at event, including placement on a roof, balcony, deck, or other structure.
    - 7.3.3.11 fire sprinkler clearance.
    - 7.3.3.12 power line clearance.
  - 7.3.4 Engineer Verification. ACE-DSD may require an applicant to provide an engineer's verification related to structural integrity and load requirements.
    - 7.3.4.1 The verifying engineer must be registered by the State of Texas.
    - 7.3.4.2 A verification is required when the structure is not included within Chapter 25-12 (*Technical Codes*) or the accompanying criteria manuals; or does not match the manufacturer's requirements or engineered drawings; or the occupancy needs to be increased.
    - 7.3.4.3 Examples include: modified containers, large occupancy risers, grandstands, site-built structures with non-engineered components and multi-story membrane structures.
  - 7.3.5 A temporary structure that will be occupied by the general public must comply with Texas Accessibility Standards.
  - 7.3.6 If the structure includes plumbing or electrical work, a separate permit must be obtained and the work must be performed by a licensed professional except for work that is exempt from permit requirements as set forth in the City's Electrical and Plumbing Codes.
  - 7.3.7 Before a temporary structure may be occupied or used, the structure must pass all inspections required by Chapter 25-12 (*Technical Code*).



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- 7.3.8 Exemptions. The following types of temporary structures are not subject to the City's building permit requirements:
- 7.3.8.1 Pre-engineered structures on wheels with a valid license plate.
  - 7.3.8.2 Uncovered platforms and membrane structures that have no more than a seven-inch raise at the required egress and located at natural ground level.
  - 7.3.8.3 Stages, risers, and platforms that meet all of the following requirements: (a) located indoors, (b) single level, (c) less than 30 inches in height, (d) owned by the facility, (e) erected by the facility, and (f) is subject to a 3<sup>rd</sup>-party permanent inspection and certification program. This rule does not exempt these temporary structures from DSD inspections.





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8 AFD-Specific Approvals.

8.1 General Requirements

8.1.1 ACE-AFD will issue approvals consistent with the requirements of the Fire Code.

8.1.2 One or more of the following may be required due to the size, complexity, or unique safety issues presented by the activity:

8.1.2.1 After hours inspections and/or on-site stand-by inspectors.

8.1.2.2 A fire watch and/or other stand-by fire apparatus.

8.2 Tents or Air Inflated Structures.

8.2.1 Tents or groups of tents with an aggregate area over 400 square feet and air-inflated structures that exceed 100 square feet are subject ACE-AFD review.

8.2.2 The layout plan for a tent or air inflated structure subject to this rule must include the layout for the inside of the tent or structure, the fencing around and in the tent or structure, and the egress paths.

8.2.3 After a structure is installed, ACE-AFD may require an inspection by a third party structural engineer to confirm that installation conforms to the manufacturer's requirements. When required, the event organizer must provide the inspection to ACE-AFD before the structure is approved.

8.2.4 Each tent must be NFPA 701 compliant and include proof of compliance from the manufacturer, which is attached to the tent fabric.

8.2.5 If an applicant requests a tent permit less than 10 days before the event starts, ACE-AFD will review the request if the necessary resources and personnel to accommodate the request are available. This request and fee requires at least two hours of ACE-AFD time. Exceptions.

8.2.5.1 Tents used exclusively for recreational camping.

8.2.5.2 A funeral tent and curtains or attached extensions, if used for a funeral service.

8.2.5.3 A tent that is less than 400 square feet and is not attached to or located within 20 feet of a building.

8.2.5.4 A group of tents that are open all sides if each tent is 700 square feet or less and the aggregate area of multiple tents placed side by side without a firebreak clearance of at least 12 feet is 700 square feet or less.

8.2.5.5 Inflatable playground equipment at a one or two family residence.

8.2.5.6 Inflatable playground equipment used for no more than 24 hours at places of worship or education facilities (for children 6<sup>th</sup> grade and younger) if located at least 20 feet from the nearest building.



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- 8.3 Fireworks/Pyrotechnics/Flame Performances
- 8.3.1 A special event may not include an aerial fireworks display (1.3g or 1.4g), pyrotechnics, special flame effects, or theatrical open flame performances unless ACE-AFD approves a fireworks permit.
- 8.3.2 Before ACE-AFD can approve an activity described in Rule 8.2.1, an applicant must submit a professionally drawn layout plan of the grounds where the display is to be held.
- 8.3.3 For a commercial display, an applicant must submit:
- 8.3.3.1 a list of the fireworks or materials to be used;
- 8.3.3.2 a Material Safety Data Sheet (MSDS) for each firework or material used;
- 8.3.3.3 for a firework display using 1.3g, a public display permit from the State Fire Marshal's Office; and
- 8.3.3.4 a copy of a Fireworks Pyrotechnic Operator (FPO) License issued by the State of Texas Fire Marshal's Office, if applicable; or
- 8.3.3.5 copy of the operator's Fireworks Flame Effects/Fireworks Special Effects (FEO/SEO) operator license issued by the State of Texas Fire Marshal's Office, if applicable.
- 8.3.4 For a commercial display, the public display must comply with state requirements found in the Insurance Code and State Fireworks Rules.
- 8.3.5 A consumer display is limited to ground devices that contain 50mg or less of explosive composition and smoke devices classed as explosive 1.4G, firecrackers, and small smoke bombs only.
- 8.3.6 Certificate of Insurance.
- 8.3.6.1 An applicant must obtain a certificate of insurance in the amounts described below:
- 8.3.6.1.1 If the display is aerial in nature, a certificate of insurance for a minimum of \$1,000,000 bodily injury and \$500,000 property damage is required.
- 8.3.6.1.2 If the display is non-aerial, a certificate of insurance for a minimum of \$500,000 bodily injury and \$300,000 property damage insurance is required.
- 8.3.6.2 The City of Austin must be named as co-insured on the policy.
- 8.4 Carnival/Circus
- 8.4.1 A special event with anticipated attendance of more than 50 individuals and also includes a circus or carnival are subject to ACE-AFD approval.
- 8.4.2 If the event includes rides, a State of Texas inspection tag must be affixed to each ride and must comply with applicable Fire Code requirements.
- 8.4.3 A tent used at a carnival or circus must comply with all tent rules.



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- 8.5 Temporary Helistop
- 8.5.1 A helistop is the land, water, or structure used or intended to be used to land or take off by a helicopter, and includes its buildings and facilities (if any).
- 8.5.2 Approvals. If a temporary helistop will be utilized during a special event, an applicant must submit the following approvals with its request for a temporary helistop.
- 8.5.2.1 A temporary helistop may not be erected for helicopter landing or takeoff unless approved by ACD-AFD or other AFD employee designated by the Fire Chief.
- 8.5.2.2 A helistop may not be located on the roof of a building or parking garage unless approved by the Building Official.
- 8.5.2.3 An approval from the Federal Aviation Administration (FAA) that the site can be used as a helistop.
- 8.5.3 Requirements:
- 8.5.3.1 Before a helistop may be approved, it must comply with all provisions of the currently adopted Fire Code Chapter 20 requirements, including Sections 2001, 2003, and 2007.
- 8.5.3.2 If the helistop will include temporary refueling, the helistop must also comply with the applicable provisions in Fire Code Section 2006.
- 8.5.3.3 A request for a helistop to be located on the roof of a building or parking garage must include an engineer's letter verifying that the proposed landing area is structurally adequate to operate as a helistop. The verifying engineer must be registered with the State of Texas.
- 8.5.3.4 A helistop located on a building or other structure must include at least two exits or exit access stairways or ramps that give individuals access to the structure's exits.
- 8.6 Open Burning.
- 8.6.1 An open fire or fire on any public street, alley, road, or other public or private ground during a special event is subject to ACE-AFD approval. This does not apply to a recreational fire.
- 8.6.2 A fire described in Rule 8.5.1 must comply with the Fire Code, including Section 307.
- 8.6.3 An applicant must submit a professionally drawn layout plan that shows the location of the burn area and any structures on the property; the distances between the structures and the burn area; and the location of water sources, including fire hydrants.
- 8.6.4 The applicant for an open burn permit must be the owner of the land on which the fire is to be kindled.
- 8.6.5 The open burn permit must be kept on site before, during, and immediately after burn.



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- 8.6.6 If AFD receives complaints that the smoke emissions generated by the burning operation create a health or safety concern and the event organizer is unable or unwilling to make changes to the burning operation to address the health or safety concern, AFD may halt burning operations.
- 8.6.7 Burning Not Allowed.
  - 8.6.7.1 If Red Flag Day conditions exist, burning is not allowed.
  - 8.6.7.2 If AFD determines that the burning operation constitutes a hazardous condition, AFD may halt burning operations.
- 8.7 Trade Show/Exhibit
  - 8.7.1 If a trade show or exhibit will require modifications to a facility's existing layout or will increase a level of hazard, a permit is required.
    - 8.7.1.1 This includes temporary vendor displays or booths within the assembly area of the facility and event centers, convention centers, arenas, hotel ballroom or meeting rooms that deviate from the standard configuration.
    - 8.7.1.2 A facility deviates from the standard configuration if the event will not use the customary seating, dining tables, small stages, dance floors, and buffets.
    - 8.7.1.3 Examples include: The layout for a car show or an event that will include a camper-trailer display, heavy construction equipment, semi-trucks, or anything other than tables/chairs and material draped walls for booths.
  - 8.7.2 An applicant must submit a layout of the floor plan that describes the proposed configuration.
  - 8.7.3 A site inspection is required before a configuration can be approved.
- 8.8 Festival/Fair
  - 8.8.1 Event organizer must provide emergency vehicle access and fire lanes into the event area. The access and lanes must meet current Fire Code requirements.
  - 8.8.2 A layout plan described in Rule 4.2 is required.
  - 8.8.3 An event organizer must provide ACE-AFD with a tent manifest to determine compliance with the Fire Code. The manifest must identify:
    - 8.8.3.1 the number and size of the tents;
    - 8.8.3.2 the number of side walls; and
    - 8.8.3.3 the number of tents that will be constructed on a platform or deck.