

Somerton/Cocopah Fire Department



Guidelines for Obtaining a Permit for Carnival & Fairs

**Somerton/Cocopah Fire Department
Carnivals & Fairs Permit Guideline**

Tent Permits

Purpose:

This guide will provide direction for submitting plans and obtaining field inspection approval for tents and/or air-supported structures, in excess of 200 square feet and canopies in excess of 400 square feet.

General:

Tent permit submittals **shall** include **all** of the following before plans will be approved. (Tent permit plan shall show and confirm compliance with the 2003 Uniform Fire Code, 2002 NFPA 101 Life Safety Code, & 1995 NFPA 102 Standard for Grandstands, Folding & Telescopic Seating, Tents, and Membrane Structures).

Guidelines:

The field inspector will permit the event to occur if **each** item shown or stated on the approved plans are consistent with the conditions observed. **Additional comments may be made during field inspection** . The permit **will not be approved** if there are inconsistencies, omissions from the plans or fire/life safety hazards observed.

A site inspection is required after the structure has been erected and prior to the event. The inspector shall verify compliance with these guidelines. **All inspections shall be scheduled a minimum of 2 days prior to the date of the event.**

All required building and planning department approvals must be obtained prior to the date of the event. **All permits shall be posted at the site or kept in an approved location on the premises.**

Permit and Plan Processing

In order to ensure adequate time to process plans and issue permits, **the following information must be provided to the Somerton/Cocopah Fire Department a minimum of 2 weeks prior to the date of the event.** Plans will only be approved for final field inspection when all the following items are shown or stated clearly on the plans:

1. Submit a full site plan to scale denoting :

- a. The area of tent(s) installation including guy wires and support ropes
- b. Fire department access roads
- c. Nearest existing fire hydrant(s)
- d. Dimensions to property lines, buildings, other tents, parked vehicles, engines
- e. Automobile parking layout stripes including islands (if applicable)

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- f. Location of heating units
- g. Location LP-gas cylinders
- h. Wiring routing on floors and how secured and/or ramped
- i. Location of generators
- j. Location of other equipment relating to this event (e.g. trailers, living quarters, vehicles, etc.).
- K. Emergency plans, employee duty assignments for emergencies, employee emergency training and fire drills.

2. Submit a scaled floor plan of the tent, which includes the proposed layout of each of the following :

- a. Tables, chairs, bleachers, grandstands, aisles, stages, switchboards, buffets
- b. Fire extinguishers
- c. Exits, exit signs
- d. Occupant load sign
- e. Power cord routes on floor
- f. Audio/visual cord routes on floor
- g. "No Smoking" signs
- h. All decorations, including potted plants, fake plants, Christmas Trees, etc.,
- i. Heaters
- j. LP-gas cylinders
- k. Generators
- l. Cooking equipment and other associated equipment.

3. Submit a copy of the front and back of fire retardant certificates. The tent(s) and all decorative materials used in the tent(s) shall be fire retardant material or treated (i.e., tent, floor coverings, curtains, table cloths, banners, etc.).

4. Submit copies of Planning and Building Department approvals.

FIELD INSPECTION AND APPROVAL REQUIREMENTS

- 1. Tent events may only take place after final field inspection approval. The procedure for obtaining a fire department inspection shall be made in writing or by scheduling through the fire inspector (928) 722-7300.
- 2. Approved fire apparatus access roads shall be provided to within 150 feet of all exterior walls of any building/tent.
- 3. Fire apparatus access roads shall be capable of supporting the fire apparatus load of 74,000 LBS, have an all-weather driving surface, have a minimum 20-foot width, have a minimum 13-½ foot vertical clearance and have a minimum inside 48 foot turning radius.
- 4. Temporary membrane structures, tents and canopies shall not be located within 20 feet of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines.

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5. Any tent or combination of tents having a floor area in excess of 1500 square feet but less than 15,000 square feet shall be located not less than 30 feet from any real property line or building.
6. Any tent or combination of tents having a floor area in excess of 15,000 square feet shall be located not less than 50 feet from any real property line or building.
7. An unobstructed passageway not less than 6 feet in width and free from guy ropes or other obstructions shall be maintained on all sides of all tents having an area of more than 1500 square feet, but less than 15,000 square feet. If the area of the tent exceeds 15,000 square feet, or if the seating capacity exceeds 1000 persons, the unobstructed passageway shall not be less than 10 feet in clear width.
8. Automobiles or other internal combustion engines shall be maintained at least 20 feet from the tent. Provide banners, cones and/or security personnel to maintain this area clear of vehicles around the tent(s).
9. Smoking is **not** allowed in any tent. "No Smoking" signs shall be conspicuously posted throughout.
10. The tent and all decorative materials used in the tent shall be fire retardant or treated and maintained in a fire retardant condition. (i.e., tent, floor coverings, curtains, tablecloths, banners, etc.) Provide certificates of flame retardant treatment to the Fire Department.
11. Electrical extension cords shall not cross aisles at any time. Temporary wiring shall be attached to the structure in an approved manner and not extend across exists or aisles.
12. Standby firefighters and fire equipment may be required where large numbers of people occupy the tent.

SEATING

13. Chair Spacing. For rows of seating served by aisles or doorways at both ends, there shall be no more than 100 seats per row and the minimum clear width between rows shall be 22 inches. Clear width is measured as the clear horizontal distance from the back of the row ahead and the nearest projection of the row behind.
14. Greater than 300 loose seats, folding chairs or similar seating facilities that are not fixed to the floor shall be bonded together in-groups of three or more. Exception: Not required when tables are provided, as when dining.

EXITS AND EXIT SIGNS

15. Provide Exit signs having minimum 6-inch high letters with 3/4-inch stroke above each exit. Exit signs shall be illuminated from 2 separate circuits for occupant loads over 100 persons and from 2 separate electrical power supply sources where the occupant load exceeds 600 persons.

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16. Exits shall be illuminated with light having an intensity of not less than one-foot candle at floor level while structure is occupied.

17. Exit openings shall remain open unless covered by a flame-retardant curtain, provided:

- Curtains are free sliding on a metal support. The support shall be a minimum of 8 feet above the floor level. Curtains when open shall not obstruct the exit in any way and

- Curtains shall be of color contrasting with the color of the tent or marked so they are readily distinguishable from the adjacent construction/material. Install large red "X" in tape on the inside of curtains used to cover the exit openings.

18. Any room having an occupant load of 50 or more where fixed seats are not installed, and which is used for assembly purposes, shall have the capacity of the room **posted in a conspicuous place** on an approved sign near the main exit from the room. Such sign shall be maintained legible by the owner or the owner's authorized agent and shall indicate the number of occupants permitted for each room use.

19. Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be so located that no point is more than 100 feet from an exit.

20. Exits shall be provided in accordance with this table:

CAPACITY OF TENT	MINIMUM NUMBER OF EXITS	WIDTH OF EACH EXIT (FEET)	TOTAL OF ALL EXITS (FEET)
20 TO 49	2	3	6
50 TO 299	2	4	8
300 TO 599	3	5	15
600 TO 999	4	6	24
1000 TO 1999	5	8	40
2000 OR MORE	6	One additional foot for each 50 persons	One additional foot for each 50 persons

21. If only two exits are required, they shall be placed a distance apart equal to not less than one half the length of the maximum overall diagonal dimension of the area to be served measured in a straight line between exits.

22. Provide aisles having a minimum width of 44 inches to all exits. Aisle widths shall be increased, based on the occupant load of the tent, to not less than 1 foot of aisle width for each 50 persons served by such aisle at that point.

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23. The arrangement of aisles shall be approved by the Fire Department.
24. Rectangular conference or banquet type tables shall be placed not less than 54 inches apart and not less than 36 inches from walls.
25. Ramp Slope. The slope of ramped aisles shall not be more than 1 unit vertical in 8 units horizontal (12.5 % slope) or less.
26. No person shall install, place or permit the installation or placement of any chair, equipment, concession, or anything whatsoever, in any manner which would block or obstruct the required width of any exit.

FIRE EXTINGUISHERS

27. Provide fire extinguishers throughout having a minimum 2A20BC rating that have tags denoting service within the last year. All fire extinguishers shall be mounted with approved brackets or as deemed acceptable by the inspecting officer. A responsible person capable of operating a fire extinguisher shall be present at all times during the event.
28. One fire extinguisher for up to 500 square feet of tent area.
29. Two fire extinguishers for 501-1000 square feet of tent area.
30. One additional fire extinguisher for each additional 2000 square feet of area or portion thereof.
- a. Additional fire extinguishers shall be provided under the following circumstances:
- Where travel distances to extinguishers exceed 75 feet.
 - On each side of the stage or platform > 1000 feet.
 - All others only one extinguisher.
 - In every passageway leading to a dressing room.
 - Adjacent to each switchboard on the stage or platform.
 - On each side of every fly gallery.
 - In every carpenter shop, or similar work area.
 - At every food service area.
 - For each fan or motor room.
 - For each motion picture machine in projection rooms.
 - Provide at least one 40-B:C rated fire extinguisher for each kitchen, mess hall, power generator or transformer, locations where flammable or combustible liquids are used, stored, or dispensed and other fire appliances.

HEATING AND COOKING EQUIPMENT

31. There shall be no gas, solid or liquid-fuel-burning cooking equipment located within 30 feet of a tent, canopy or membrane structure.

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EXCEPTION #1: The use of canned heating devices (i.e., Sterno, etc.) in places of assembly and drinking or dining establishments shall be in accordance with the following:

- Combustible materials shall not be used in the immediate area. Table coverings are permitted as long as they are treated and maintained flame resistant in accordance with State Fire Marshal regulations.

- Carts, tables, etc. used in conjunction with canned heating devices shall be of adequate construction to prevent tipping or falling.

32. Heating equipment shall be vented to the outside air by means of a flue approved for such use with the type of equipment used and in such a manner that all portions of the tent are 12 inches or more from the flue. Vents for solid-fuel-burning equipment shall be equipped with spark arrestors with openings not exceeding ¼ inch wire mesh.

33. Additional Requirements when using LP-gas for Heating:

a. Flammable or combustible liquids and LP-gas shall not be stored or used in a tent or temporary membrane structure or less than 50 feet from such tent structure(s). Cooking equipment used inside a tent meeting the requirements above shall have its fuel source at least 50 feet away using approved hose or piping to transport fuel to the cooking equipment. The fuel source and feed lines shall be protected from tampering or probable damage.

b. LPG container shall be located at least 10 feet from buildings and public ways.

c. Heating equipment shall not be located within 10 feet of exits, aisles, passageways or combustible material/tent(s).

d. All personnel handling the LPG shall be trained in the proper handling and operating procedures (NFPA 58 Sec. 1-6).

e. LPG gas-burning appliances shall not be installed in a pit, basement or similar location where heavier-than-air gas might collect unless such location is provided with an approved means of removal of unburned gas (i.e., outside location/natural ventilation). The entire heater area shall be provided with "OPEN FLAME" signs. (NFPA 58 Sec. 3-7.2.2).

f. Provide a 2:A40:BC portable fire extinguisher within 50 feet of the area of the container. The trailer transporting the portable LPG container shall have an approved fire extinguisher having a minimum capacity of 18 lb. Dry chemical with a B:C rating (NFPA 58 Sec. 6-2.4).

g. LPG fuel burning equipment shall be listed for the purpose intended. Fuel-burning appliances shall bear a permanent factory-applied nameplate which shall bear:

1. Manufacturers name.
2. The approved fuel input rating of the appliance, expressed in BTU/h.
3. The model and serial number.
4. Instructions for lighting, operation and shutdown of the appliance.
5. The type of fuel approved for use with the appliance.
6. The symbol of an approved agency certifying compliance of equipment with recognized standards.

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7. Required clearances from combustible surfaces on which or adjacent to which it may be mounted.
8. Pipe, tubing, valves and fittings shall be of material, which has been tested to determine that it is safe and suitable for the proposed service and is recommended for that service by the manufacturer (NFPA 58 Sec. 2-4.1.3).
9. Piping, tubing, hoses; etc.-containing LPG shall not cross walkways. Piping, tubing, hoses; etc. not containing LPG shall be ramped according to the Building Code when crossing walkways.
10. Installation shall be made in accordance with the manufacturer's recommendations and listing or approval (NFPA 58 Sec. 8-2.9).
11. LPG containers shall not be located near exits, stairways, or in areas normally used or intended to be used for the safe egress of people.
12. LPG containers shall be protected from probable vehicular damage.
13. Provide seismic bracing.
14. LPG containers shall be protected within a suitable enclosure or protected against tampering (i.e., not left unattended).

GENERATORS

34. Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means.
35. Combustible materials shall be at least ten feet away from generators. (i.e., ground cover, straw, hay).
36. A minimum quantity of flammable liquid will be permitted, if necessary, provided the liquid is stored in an approved safety can away from any source of ignition or combustible materials.
37. Refueling of generators shall only be done with the machine off. (Safety cans use required).

CARNIVALS/FAIRS

38. Submit separate plans and fees to the Fire Department for separate review and permit.
39. Maximum travel distance to a portable fire extinguisher shall not exceed 75 feet with a rating of not less than 2A:20BC.
40. Concession stands utilized for cooking shall have a minimum of 10 feet of clearance on two sides and shall not be located within 10 feet of amusement rides or devices.
41. A 40-B:C rated dry chemical fire extinguisher shall be provided where deep-fat fryers are used.
42. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. Refueling shall be conducted only when the ride is not in use.
43. Internal combustion power sources shall be isolated from contact with the public by physical guards, fencing or an enclosure.
44. No smoking is allowed in concession stands or tents. Approved NO SMOKING signs shall be conspicuously posted.
45. Carnival or Fair cannot begin operation until proper inspection and the Fire Prevention Officer conducts approval of the Carnival/Fair.
46. Provide secondary containment for hazardous materials, i.e. fuels.

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47. Table side cooking must be approved for such use and be equipped with a fire extinguisher with a minimum rating of 2A:20BC.