



General Festival Conditions & Temporary Use of Tents Conditions of Approval

Scope:

This document summarizes a few of the fire and life safety requirements having to do with fairs, carnivals, weddings, ceremonies, holiday retail, special events and the like involving the use of a tent, with or without sides, as regulated by the 2013 California Fire Code, California Code of Regulations Title 19, Division 1, and the Authority Having Jurisdiction. Other requirements may still apply.

Purpose:

The purpose of this document is to provide the festivities coordinator, owner, lessee and vendors with the necessary information to ensure that tents used are in conformance with California State law.

Approval Required: 2013 CFC 105.7.16 & 3103.2

A permit is required to use tents for places of assembly, ceremony, fairs and carnivals, worship, cooking, display of vehicles or equipment, competition, or the like. *Exception:* A tent permit is not required for funeral services.

Tents, with or without sides, having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Exception: Tents and awnings open on all four sides, when placed side by side, that has a maximum aggregate area of 700 square feet and is a minimum of 12 feet from all structures and other tents.

Use Period: 2013 CFC 3103.5

Tents shall not be erected for a period of more than 180 days within a 12 month period on a single premise.

Construction Documents: 2013 CFC 3103.6

Two copies of a detailed site plan, floor plan, submittal application and certificate of flame resistance shall be submitted with fees no less than 30 days prior to the event date. The site plan shall indicate the location of parking, fire lanes, street barriers, stages, generators, and the like, etc. The floor plans shall note the use of tent sides,

detail the means of egress including widths, seating arrangement and occupant load, location and type of heating and electrical equipment, power supply, exit signs, location of posted no smoking signs, emergency lighting, location and type of fire extinguishers, location of cooking equipment, stages, tent anchorage, primary purpose of tent and length of time the tent will be erected, and the like.

Inspection Procedure: 2013 CFC 3103.7

The Cosumnes Fire Department will conduct an inspection to determine compliance with these requirements. In the event fire and life safety violations are found, the responsible person will be given one opportunity for compliance. Failure to adhere to these requirements may result in closure of the respective operation. It shall be the responsibility of the promoter to insure vendors are aware of these regulations.

Inspections by the owner, permittee or agent shall take place at regular intervals but not less than two times per permit use period except permit use periods of less than 30 days. Inspection reports consisting of maintenance, anchors, structural stability and fabric inspections shall be submitted to the fire code official.

The Cosumnes Fire Department must be notified not less than 72 hours prior to any clearance inspection. To request an inspection please call 916.405.7117.

Location: 2013 CFC 3103.8.2

Tents shall not be located within 20 feet of property lines, buildings, other tents, parked vehicles or internal combustion engines, including support ropes and guy wires.

Exceptions:

- (1) Separation distance between tents not used for cooking is not required when the aggregate floor area does not exceed 15,000 square feet.
- (2) Separation distance between tents to buildings is not required when all of the following conditions are met:
 - The aggregate floor area of the tent does not exceed 10,000 square feet.
 - The aggregate floor area of the tent and the building does not exceed the allowable floor area as regulated by the California Building Code.
 - Required means of egress provisions are provided for both the building and the tent including travel distances as regulated by the California Building Code.
 - And, fire apparatus access roads are provided in accordance with the California Fire Code Section 503.

[CCR, Title 19, Division 1, §312] Vehicles necessary to the operation of the establishment shall be parked at least 20 feet from any tent. No other vehicle shall be parked less than 100 feet from any tent except vehicles parked on a public street shall park at least 20 feet from any tent.

Fabric Certification and Labeling for LARGE Tents: CCR, Title 19, Division 1

Before a permit is granted, the owner or agent shall file with the fire department a Certificate of Flame Resistance issued by a State Fire Marshal approved testing

laboratory or by a State Fire Marshal approved applicator of a State Fire Marshal approved flame retardant chemical or by a State Fire Marshal approved manufacturer certifying that the tent(s) and their appurtenances; sidewalls, drops, tarpaulins, floor coverings, bunting and combustible decorative materials and effects, including hay and sawdust when used on floors, has been treated in an approved manner or is made of State Fire Marshal approved and listed inherently flame resistant fabric and that the flame retardant treatment is effective for the use period specified by the permit. Tent tops and sidewalls shall have a permanently affixed label by a California State Fire Marshal licensed applicator or manufacturer bearing the following information:

1. The Seal of Registration
2. If treated fabric, the name and registration number of the approved application concern and approved chemical used, and the date of treatment.
3. If registered fabric, the trade name and registration number of the approved fabric, and the date of production.

Label: 2013 CFC 3104.3

Tents shall have a permanently affixed label bearing the identification of size and fabric or material type.

Required Labels:

 INHERENTLY FLAME RETARDANT _____ SIZE _____ SEE REVERSE	FRONT	 THIS ARTICLE MUST BE RETREATED OR AFTER WASHING OR DRY CLEANING BY SYSTEMS WITH SOAP AND WATER ADDED. _____ SIZE _____ SEE REVERSE	ANY OTHER USE IS PROHIBITED WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE STATE FIRE MARSHAL.
INHERENTLY FLAME RETARDANT Supplied by _____ _____ Registration No. _____ Date _____	BACK	FLAME RETARDANT Treated by _____ Name of Chemical Used _____ Registration No. _____ Date of Application _____	

Required Certificate

Certificate of Flame Resistance


 REGISTERED FABRIC
OR
CONCERN NUMBER

ISSUED BY _____

Date treated or
manufactured

This is to certify that the materials described on the reverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR _____ ADDRESS _____
 CITY _____ STATE _____

Certification is hereby made that: (Check "a" or "b")

(a) The articles described on the reverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.
 Name of chemical used _____ Chem. Reg. No. _____
 Method of application _____

(b) The articles described on the reverse side hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.
 Trade name of flame-resistant fabric or material used _____ Reg. No. _____

The Flame Retardant Process Used _____ Be Removed By Washing
(will or will not)

Name of Applicator or Production Superintendent _____ By _____ Title _____

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Fabric Certification and Labeling for SMALL Tents: CCR, Title 19, Division 1

Small tents shall have a permanently affixed label bearing the following information as specified in CPAI-84.

1. Certification- A statement that the materials used in the manufacture of the item meet the flame resistance requirements of CPAI-84.
2. Manufacturer Identification.
3. Warning label stating the following: Warning, Keep all flame and heat sources away from this tent fabric. This tent is made with flame resistant fabric which meets CPAI-84 specifications. It is not fireproof. The fabric will burn if left in continuous contact with any flame source. The application of any foreign substance to the tent fabric may render the flame resistant properties ineffective.

Combustible Materials for Assembly Occupancies: CCR Title 19, Division 1

No person shall use or display any combustible decorations such as hay, straw, shavings, dry vegetation, large dimensions of fabric, for example curtains, tablecloths and other decorations or visual effects, or any other hazard, without first treating said material with a State Fire Marshal approved fire retardant chemical. All treated material shall have proof of treatment affixed to it in accordance with the State Fire Marshal's regulations. A 3" x 3" sample of the decorative fabric shall be submitted to the Cosumnes CSD Fire Department, at least 72 hours in advanced, and accompanied by a Certificate of Flame Resistance. *Exception:* Materials necessary for the daily feeding and care of animals.

Fire Protection: CCR, Title 19, Division 1, 2013 CFC 3104.12

Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use along normal paths of travel. Portable fire extinguishers shall not be obstructed or obscured from view and shall be provided with a locating sign when deemed necessary by the authority having jurisdiction.

- One Class 2A-10BC fire extinguisher shall be provided in every tent having a floor area between 500 square feet and 1000 square feet. One additional fire extinguisher shall be provided for each additional 2000 square feet or fraction thereof or at the discretion of the authority having jurisdiction. [Title 19]
- Tents having a capacity of 1000 or more persons shall be protected on each of the long sides with fire hose lines of at least 1 ½ inch internal diameter and of sufficient length to reach either end of the tent. The water supply shall be either from the public water mains or from tanks having a capacity of not less than 500 gallons. There shall be at least 65 pounds of flowing pressure at the nozzle of the hose line when a ½ inch tip is used. [Title 19]
- Any booth or tent using combustible or flammable liquids must have a U.L. listed fire extinguisher with a rating of not less than 2A:10B:C, be fully charged, bearing

the California State Fire Marshal label and be placed in an accessible location near the exit of the structure. [Title 19, 2013 CFC]

- Every tent which prepares or serves heated food shall be equipped with a 2A:10B:C fire extinguisher bearing a current California State Fire Marshal service tag, and be fully charged, and placed in an accessible location near the exit of the structure. Or a new fire extinguisher, minimum five (5) pounds, with the sales receipt taped to the side of it for visual inspection. [Title 19, AHJ]
- At least one Class 10BC fire extinguisher shall be provided with each generator or transformer. [Title 19]

Fire Protection for Cooking: CCR, Title 19, Division 1

- A K-rated fire extinguisher shall be provided for all cooking applications utilizing grease or combustible cooking media. (vegetable or animal oils or fats)

Fire Safety Personnel: CCR, Title 19, Division 1

For tents having a capacity of 500 persons or more and / or in the opinion of the fire code official responsible for public safety in a tent, the owner, agent or lessee shall employ qualified persons at a rate of one person for every 250 occupants or fraction thereof for crowd management and one for every 500 persons or fraction thereof for fire safety, and as approved by the authority having jurisdiction, to remain on duty and shall keep diligent watch for fire before and during the time the place is open to the public. Fire safety personnel shall take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public. Fire safety personnel shall be proficient in the use of a fire extinguisher.

Standby Personnel: 2013 CFC 3104.20-3104.20.1

When in the opinion of the fire code official, it is essential for public safety in a tent due to the use or the nature of the activity the owner, agent or lessee shall employ one or more qualified persons as required and approved to remain on duty during the times such places are open to the public and or activities are being conducted. Standby personnel shall keep diligent watch for fires and take prompt measures for extinguishment, assist in evacuation, and call 9-1-1.

Crowd Managers: 2013 CFC 3104.20.2

There shall be trained crowd managers or crowd managers/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants.

Abatement of Fire and Panic Hazards: CCR, Title 19, Division 1

Any condition that presents a fire hazard, would contribute to the rapid spread of fire, interfere with the rapid exit of persons from the tents, or interfere with or delay the extinguishment of a fire, shall be immediately corrected as ordered by the enforcing authority.

Fire Apparatus Access Roads: 2013 CFC 503

All roadways shall remain clear and unobstructed for emergency equipment at all times. Vehicles shall be parked in designated parking areas only. All fire lanes shall be a minimum of 20 feet wide, be an all weather surface capable of supporting fire apparatus and shall be marked NO PARKING FIRE LANE in accordance with the California Fire Code. Gates and barriers shall be approved by the fire department prior to installation. All fire hydrants and other fire related equipment shall remain unobstructed and visible at all times.

Housekeeping and Combustible Vegetation: 2013 CFC 3104-21

The areas within and adjacent to the tent shall be maintained clear of all combustible materials and vegetation that could create a fire hazard within 30 feet. Combustible trash shall be removed at least once per day during the period that the tent is occupied by the public. The accumulation of combustible trash in the form of papers, boxes, etc., when stored next to open flame or hot cooking devices present a tremendous fire hazard. Hot oil can ignite other items and can cause serious and/or lethal burns. Use common sense and pay attention! Do not block your exits - always leave a clear and open path to the outside when you are working in a portable structure.

Combustible Waste Material: 2013 CFC 3104.22

The floor surface inside tents and the grounds outside and within 30 feet in perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard.

Weed Abatement and Vegetation Removal: CCR, Title 19, Division 1

Vegetation, weeds, hay, straw trash, flammable materials and the like, shall be removed and stored a minimum of 50 feet from a tent.

Smoking: CCR, Title 19, Division 1 & 2013 CFC 3104.6

Smoking shall not be permitted in tents or in any areas adjacent to where hay or other highly flammable materials are kept. Approved NO SMOKING signs shall be conspicuously posted in all tents open to the public and wherever otherwise specified by the enforcing authority.

Open Flames: 2013 CFC 3104.7 & CCR Title 19, Division 1

Open flame or other devices (candles, torches, and the like) emitting flame, fire or heat, lanterns or any flammable or combustible liquid, gas, charcoal or other cooking device, shall not be permitted inside or located within 20 feet of a tent unless approved by the fire department.

Fireworks: 2013 CFC & CCR Title 19, Division 1

Fireworks shall not be used within 100 feet of tents. All uses of fireworks shall be permitted through the Cosumnes Fire Department.

Heating and Cooking Equipment: 2013 CFC 3104.7, 3104.15 & AHJ

- Electrical heating and cooking equipment shall comply with the California Electrical Code.
- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent while open to the public unless approved by the fire code official.
- Heating and cooking equipment shall not be located within 10 feet of exits or combustible materials.
- Tents with sidewalls or drops where cooking is performed shall be separated from other tents by a minimum of 20 feet.
- Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet of a tent.
- Solid flammables, butane or other similar devices which do not pose an ignition hazard shall be approved for cooking demonstrations and warming of food. Solid fuel cooking shall be isolated from contact with the public by physical guards, fencing, or enclosure.
- Electrical heating and cooking equipment shall be approved by the fire code official.
- All commercial cooking equipment located inside of a trailer or fully enclosed constructed booth made of permanent materials shall be provided with an approved automatic fire extinguishing system which is U.L. 300 compliant, bearing an approved service label as certified by the Office of the State Fire Marshal.
- All barbeque cooking shall be conducted only outside of tents. Gas-fired barbeque shall be placed a minimum of 20 feet from any structure, overhang or fabric.
- Solid fuel cooking shall be a minimum of 20 feet from any structure, overhang or fabric.
- No combustible or flammable liquids shall be heated directly on any heater or cooking appliance. Substance such as candle wax shall be melted in containers set in boiling water (double boiler) to keep the wax from reaching its ignition temperature.
- All deep fryers and other cooking appliances (i.e. pots, pans, woks, etc.) with a capacity of one (1) gallon (4 quarts) of cooking oil or more shall be kept outside of tents, trailers, or the like and placed a minimum of 20 feet away, or shall be located under a commercial kitchen hood provided with a U.L. 300 compliant fire extinguishing system bearing an approved service label as certified by the Office of the State Fire Marshal.

Compressed Gas Cylinders: 2013 CFC 3104.16.2-3104.16.3

1. Propane fired devices must be approved by Underwriters Laboratories (UL) or by the American Gas Association (AGA). These labels must be accessible for inspection.
2. Liquefied Petroleum (LP) gas containers of 500 gallons or less shall be located outside of the tent with a minimum separation distance of least 10 feet

- between container and structure and shall have the safety release valve pointed away from the tent.
3. Liquefied Petroleum (LP) gas containers of 500 gallons or more shall be located outside of the tent with a minimum separation distance of least 25 feet between container and structure and shall have the safety release valve pointed away from the tent.
 4. All cylinders shall be stored in an upright position, adequately secured in place and protected to prevent accidental tip-over, tampering, unauthorized movement and damage by vehicles or other hazards.
 5. Cylinders not in use shall be capped.
 6. All compressed gas cylinders in use shall be equipped with individual regulators with approved hose and appliances.
 7. All L.P. gas cylinders shall be within current hydrostatic test date, (no more than 12 years from date of manufacture, or no more than five (5) years from last hydrostatic test).

Flammable and Combustible Liquid Storage: 2013 CFC 3104.17

Flammable-liquid-fueled equipment shall not be used in tents. Storage of flammable and combustible liquids shall be stored outside in an approved manner and not less than 50 feet from tents. Refueling shall be performed in an approved location and not less than 20 feet from tents

Electrical: 2013 CFC & CEC

Electrical equipment and installations shall comply with the California Electrical Code. Some temporary lighting may require an electrical permit. Contact the City of Elk Grove Building Department for requirements. Before an extension cord can be used with a portable appliance all the following must be met:

- Extension cords shall be plugged directly into an approved receptacle.
- Extension cords shall serve only one appliance or fixture.
- Extension cords shall not exceed 75 feet in length and be no smaller than 16 gauge wire.
- The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
- The extension cord is maintained in good repair, without splices, deterioration or damage.
- The extension cord shall be of the grounded type when servicing grounded appliances or fixtures.
- If an extension cord has to go across a traffic area, then an approved traffic pad shall be used. (All extension cords shall be secured to prevent a tripping hazard).
- Extension cords shall not be connected in series.

Internal Combustion Power Sources – Generators and Similar Equipment: 2013 CFC 3104.19

Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means. All tripping hazards shall be secured.

Display of Motor Vehicles: 2013 CFC 3104.18

Batteries shall be disconnected in an appropriate manner. Vehicles shall not be fueled or defueled within and tent. Fuel tanks shall not exceed one-quarter of the tank capacity or 5 gallons whichever is less. Fuel systems shall be inspected for leaks and fuel tank openings shall be sealed to prevent the escape of vapors.

Seating Arrangements: 2013 CFC 3103.11

Where chairs and/or tables are used, the arrangement shall be such to provide aisles 44” wide where obstructions are placed on both sides.

With standard row seating, the spacing of chairs shall provide a space of not less than 12” from the back of one chair to the front of the most forward projection of the chair immediately behind. The rows of chairs shall be spaced not less than 33” back to back. There shall be no more than 14 seats in any row of seats with aisles at each end. All loose seats, folding chairs or similar seating facilities that are not fixed to the floor shall be bonded together in groups of not less than three. EXCEPTION: When not more than 200 such seats, chairs or facilities are provided, bonding thereof may be deleted. [CCR Title 19 Division 1]

Aisles:

The width of aisles without fixed seating shall be a minimum of 44 inches in seating areas and be progressively increased in width to provide not less than one foot of aisle width for each 50 persons served by the aisle. Arrangement of aisles shall be subject to approval by the fire code official.

Exiting and Occupant Load: 2013 CFC 3103.12

Tents shall have proper exiting in place. Each tent shall at least one exit and no less than the number of exits as indicated in the table below. Number of exits are based on the size of the tent, number of walls (sides) and occupant load. Maximum occupant load signs shall be posted when required by the fire code official.

Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be located such that all points within the tent are within 100 feet or less from an exit.

Exit openings and aisles from tents shall remain free and clear at all times. No exceptions.

Occupant Load	Number of Exits Required	Minimum Width of Each Exit Required
10 to 199	2	72 inches

200 to 499	3	72 inches
500 to 999	4	96 inches
1,000 to 1,999	5	120 inches
2,000 to 2,999	6	120 inches
Over 3,000	7	120 inches

Exit Signs: 2013 CFC 3103.12.6 & 3103.12.6.1

Exits shall be clearly marked with exit signs in tents having an occupant load of 50 or more. Illuminated exit signs shall be installed at all required exit doorways for occupant loads of 51 to 299 persons or as determined by the fire code official. Illuminated exit signs shall be an approved self-luminous type or shall be internally illuminated. Two separate circuits are required, one of which is separate from all other circuits. For occupant loads of 300 or more, two separate sources of power, one of which is an emergency system consisting of on site storage batteries or an on site generator, shall be provided.

Emergency Lighting: 2013 CFC 3103.12.7

Means of egress illumination shall be provided whenever the tent is occupied. An intensity of not less than one foot-candle at floor level is required. Fixtures shall be supplied from a separate circuit or source of power. In the event of power failure an emergency electrical system shall automatically illuminate the means of egress system.

Parking of Vehicles:

Vehicles necessary to the operation of the establishment and parked on a public street shall be parked at least 20 feet from any tent. No other vehicles shall be parked less than 100 feet from any tent. CCR, Title 19, Division 1.

Definitions:

Assembly Occupancy – For the purpose of the handout a place of assembly is defined as a circus, carnival, tent show, theater, skating rink, dance hall, wedding or other place where more than 50 persons gather for any purpose.

Flame-Resistant Material – A material that has been modified in its chemical composition by impregnation, coating or has inherent composition that makes the material resistant to ignition and combustion when exposed to a small ignition source. (For tents 200 square feet or less).

Flame Retardant – An approved chemical, chemical compound or mixture which, when applied in an approved manner (applied by a certified technician licensed by the California State Fire Marshal’s Office) to any fabric or other material, will render such fabric or material incapable or supporting combustion. (For tents greater than 200 square feet).

Large Tent – A tent designed for use by 10 or more people. [CCR, Title 19, Division 1]

Open Flames – Torches, candles, and other devices using a flame (fire) for decorative purpose.

Open Flame Cooking Device – Range style burners, fuel fired woks, gas grills, gas fueled food warmers, solid fuel fires, etc.

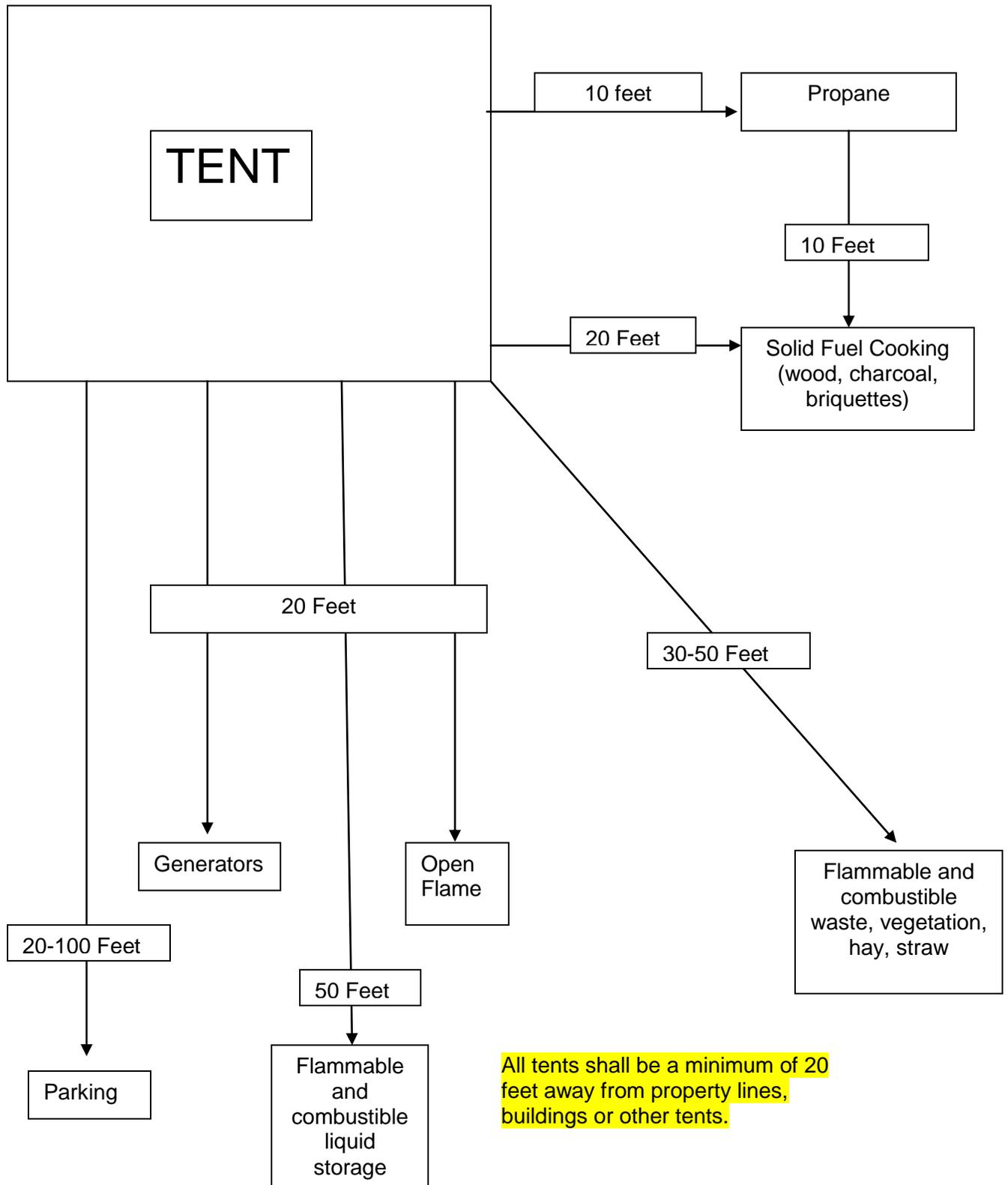
Small Tent – A tent designed for use by less than 10 people. [CCR, Title 19, Division 1]

Solid Cooking Fuel – Any solid, organic, consumable fuel such as briquettes, mesquite, hardwood, or charcoal.

Solid Fuel Cooking – Include but are not limited to non-gas barbeques, smokers including barrel style, or open campfire style cooking, of any size.

Tent - A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. 2013 CFC

Tent - A shelter, structure or enclosure made of fabric or similar pliable material. [CCR, Title 19, Division 310a]



All tents shall be a minimum of 20 feet away from property lines, buildings or other tents.

Requirements Checklist

- ❑ Fire Department Permit
- ❑ Fire Department tent inspection scheduled
- ❑ Certificate of Flame Resistance- Fire retardant and / or flame resistant proof of requirements for tents, fabric, decorations, etc.
- ❑ Trained crowd managers / standby personnel if required
- ❑ Fire extinguisher:
 - Type 2A-10BC located at exits and readily accessible
 - Type K-rated fire extinguisher for all deep fat frying and other oil cooking
 - Each serviced within the last year
- ❑ Minimum distance requirements to adjacent tents and structures, cooking appliances, open flames, generators, etc.
- ❑ Adequate exiting and aisle ways
- ❑ Emergency lighting installed, if required
- ❑ Exit signs installed with battery backup, if required
- ❑ No-smoking signs when required
- ❑ Physical guards, fencing or enclosure around generators and solid fuel cooking.
- ❑ Cylinders stored in an upright position and secured to prevent accidental tipping.
- ❑ Clearance to combustibles, flammables, and vegetation (weed abatement)
- ❑ Electrical permit for temporary lighting- if required by the City of Elk Grove
- ❑ Tripping hazard prevention
- ❑ Good housekeeping
- ❑ Fire lanes clear and marked
- ❑ Parking 20 to 100 feet from tent structure
- ❑ No fireworks