

<p>January 2017</p>	<p><b>SANTA ROSA FIRE DEPARTMENT FIRE PREVENTION BUREAU STANDARD</b></p>
	<p><b>SPECIAL EVENT – PUBLIC ASSEMBLY</b></p>

**PURPOSE**

This standard is applicable to any public event, exhibit space, booth, festival or any other similar event of 50 or more people. Information contained herein applies to typical instances and may not address all circumstances. Final approval is subject to field inspection.

**CODE REFERENCES**

2017 California Fire Code (CFC) Chapters 3, 4, 6, and 10  
 NFPA 10  
 California Code of Regulations, Title 19  
 Santa Rosa City Code 18-44

**PERMIT(S) REQUIRED**

A completed Special Event Assembly Permit Application with a site plan/map and permit fee shall be submitted together to the Santa Rosa Fire Department **at least ten (10) working days** prior to the opening/operation of any event. ***Fees will be doubled for applicants who submit an application for permit(s) less than 10 days prior to their event.***

**REQUIRED INSPECTIONS**

An inspection of the facility/event shall take place prior to the event start, by a fire inspector from Santa Rosa Fire Department.

**GENERAL REQUIREMENTS**

- 1) **EVENT DETAILS** - Plans shall be submitted for all events. Drawings need not be to scale, but measurements necessary to determine compliance with requirements outlined in this Standard and applicable codes shall be clearly identified. All plans shall minimally contain the following information:
  - a. Business information including event location (address) and event date(s).
  - b. Promoter’s address and contact person’s phone number for the event.
  - c. Complete site plan which shows layout of tables and/or chairs; which includes total number of each, number of rows and seats between aisles, and spacing measurements between them; exit locations and widths; aisle and cross aisle locations and widths; layout and number of booths; detail of exhibits, both inside and outside of buildings, including area dimensions and calculated occupant loads.
  - d. Where cooking is proposed, a detailed description shall be provided identifying the following: fuel to be used, location of all cooking areas relative to one another, amount of fuel proposed to be used and stored, fire protection being provided and, when required, proof that **additional** Fire Department permits have been obtained and those specific permit requirements have been met.
  - e. Identification of decorative materials; where they will be used and proof of fire resistivity or flame retardant treatment as outlined in Santa Rosa Fire Department Standard *Flame Retardant Treatment of Decorative Materials*.

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f. Any supporting information needed to demonstrate the event satisfies all applicable requirements (i.e., cooking areas, fire extinguisher placement, and proximity to other buildings or hazards relative to the proposed event).

2) **RIGHT OF ENTRY** – *CFC 104.3*. The Fire Inspector may enter any portion of any event or exhibit space at any time for the purpose of inspecting the premises for fire and life safety compliance.

3) **OBSTRUCTIONS** – *CFC 903.3.3 & 1028.1; CCR Title 19, CH 1, Article 3* - No display or exhibit shall be installed or operated that will interfere in any way with access to any required exit or with the visibility of any exit sign. No display shall block access to firefighting equipment, fire sprinkler systems or sprinkler heads, such as fire alarm actuating devices, fire extinguishers, fire hose cabinets, fire hydrants or access by emergency vehicles.

**Example of fire sprinkler system and/or sprinkler head obstruction - CFC 903.3.3:** include but may not be limited to items that exceed a four-foot by four-foot diameter, booths, pop-ups, roof covered structures, covered kiosks, displays, concession stands or equipment. Prior to events as to not create impacts to vendors, arrangements shall be made to remove the covers or roof tops of structures or to relocate such structures outside of sprinklered buildings.

4) **HIGHLY COMBUSTIBLE GOODS** – *CFC 314.3* - No display, exhibit, or temporary construction shall be built of highly combustible material.

5) **FLAMEPROOFING CERTIFICATION, LABELING AND INSTALLATION** – *CCR Title 19, CH 8, Article 8* - Any paper or fabric used in displays or exhibits shall be inherently fire retardant or be treated with an approved fire retardant solution by a California State licensed applicator. Documentation in the form of a Certificate of Fire Retardancy shall be maintained on-site and be available during any inspection. All such treated material shall be maintained fire retardant throughout its intended use.

**Exceptions:**

a. A table cloth need not be flame retardant treated when there are NO open flame devices of any kind allowed and where no cooking will be performed on tables and where table arrangement is not conducive to the propagation of fire.

b. Materials for sale.

6) **EXTENSION CORDS** – *CFC 605.5* - All electrical extension cords shall be at least No. 14 AWG heavy-duty commercial type. All electrical wiring shall be protected from physical damage and not be positioned so as to create a trip hazard in areas accessible by the public, and cords may not be “piggy backed” or plugged in a series into other extension cords.

7) **ELECTRICAL EQUIPMENT** - Electrical equipment and installation may be required to be inspected and approved by a qualified person or contractor acceptable to the Santa Rosa Fire Department.

8) **OPEN FLAMES** – *CFC 308, and CCR Title 19, Chapter 1, Article 3.14*

1. The use, storage, and handling of any flammable or combustible liquid shall be subject to the approval of the Santa Rosa Fire Department. The location for the use and storage of flammable and combustible liquids shall be noted on the submitted plans prior to approval (see item #1).

2. The use, storage, and handling of portable containers of liquefied petroleum gas (LPG), such as propane, **INSIDE ANY BUILDING**, used for assembly purposes or tents, is strictly **PROHIBITED**.

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Location of storage and use of any portable container of LPG outside of buildings or tents shall be noted on the plans prior to approval (see item #1) and meet the requirements of Santa Rosa Fire Department Standard Liquid Petroleum Gas (LPG) "Limited Use".

3. The use of any type of open flame shall be approved by the Santa Rosa Fire Department prior to any installation or operation and may require additional permits.
- 9) **VEHICLES** – *CFC 314.4* Liquid- or gas-fueled vehicles, boats, or other motor craft shall not be located indoors except as follows:
  1. Batteries are disconnected.
  2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
  3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
  4. Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.
- 10) **HOUSEKEEPING** – *CCR Title 19 Chapter 1, Article 3.19*. Trash receptacles shall be constructed of non-combustible material.
- 11) **"NO SMOKING" SIGNS** – *CFC 310.3* The fire code official is authorized to order the posting of "No Smoking" signs in a conspicuous location in each structure or location in which smoking is prohibited. The content, lettering, size, color and location of required "No Smoking" signs shall be approved. Permittee is responsible for enforcing "NO SMOKING" regulations.
- 12) **SEAT STABILITY** – *CFC 1029.14* - In places of assembly or portions thereof without ramped or tiered floors for seating and with greater than 200 seats, the seats shall be fastened together in groups of not less than three or the seats shall be securely fastened to the floor.
- 13) **FIRE WATCH PERSONNEL** – *CFC 403.12.1* - When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted. ***Fire Watch personnel are not intended to replace any required Security Personnel, and Security Personnel may be required in addition to the Fire Watch Personnel.***

**SPECIFIC ACTIVITY REQUIREMENTS** – NFPA 10; CFC 906

**FOOD SERVICE AREAS:** The following fire and life safety requirements shall be applicable for all food service areas, including temporary concession stands inside or outside of a building.

1. Commercial cooking may be allowed only in approved locations with approved equipment. Typically, only electrical equipment will be permitted inside exhibit halls. Approval from the Santa Rosa Fire Department is required prior to use.
2. Each food service location utilizing oils in woks or fryers shall be provided with a Class K rated portable fire extinguisher. All other fire extinguishers required for the event shall be a minimum 2A:10BC rating, five-pound dry chemical.
3. Fire extinguishers shall be fully charged, serviced, appropriately tagged, and shall be readily accessible.

**TENTS, TEMPORARY STAGE CANOPIES AND MEMBRANE STRUCTURES:** Tents with sides and membrane structures greater than 400 square feet and tents with no sides greater than 700 square feet shall comply with the requirements of the California Fire Code Chapter 31. Please see the Fire Prevention Standard on Tents for additional information.

**OUTDOOR EXHIBITS AND DISPLAYS:**

The following fire and life safety requirements shall be applicable for outdoor assembly areas.

1. If portable fencing is to be used which may block access of emergency vehicles to the site, the following shall apply: **Two (2) sets of plans** identifying the configuration of the site shall be submitted to the Santa Rosa Fire Department for review and approval **at least ten (10) working days** prior to the event. **One (1) set** of plans will be returned to the applicant identifying the location of required emergency vehicle access points.
2. Emergency vehicle access points shall remain unobstructed or be staffed with security personnel during hours of operation of event.
3. No parking will be permitted in fire lanes. Loading and unloading areas shall be designated.
4. Painted lines, fences, posts, ropes, etc., shall be used to designate emergency vehicle roadways from exhibit or parking areas.
5. *CFC 509.2* - All fire hydrants, fire sprinkler/standpipe connections, or other fire protection devices and equipment shall remain unobstructed and readily accessible at all times.
6. The area within fencing shall be served by a sufficient number of exits and appropriate exit width through the fencing in accordance with the CBC. Exits shall be kept clear and unobstructed during hours of operation.
7. All required exits shall have appropriate signage.
8. Provision of fire extinguishers shall be as that required for public assemblies.

**LIVESTOCK/BARN AREAS:** The following fire and life safety requirements shall be applicable to all livestock/barn areas.

1. Heat producing appliances, such as space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances which may be used for cooking purposes shall not be permitted in the barn or livestock areas.  
  
**EXCEPTION:** Electrical devices used in direct connection with the care of the animals which are in good repair, properly maintained, and used in accordance with manufacturers directions.
2. Smoking shall not be permitted within a barn, stable, or livestock area, or in exhibits using sawdust or similar materials on the floor. **NO SMOKING** signs shall be posted.
3. The storage of flammable or combustible liquids or machines containing such shall not be permitted inside any livestock area.
4. Fire hoses, fire extinguishers or other fire protection equipment shall not be used except in cases of emergency. These devices shall not be blocked or obstructed at any time. This includes prohibiting the hanging of any items on such equipment.

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5. The roads around barns/stables shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.