



City of
Santa Monica®



Special Event

Fire Safety Requirements

Introduction

This booklet outlines the fire and life safety practices found in the fire and building codes adopted by the City of Santa Monica and the Santa Monica Fire Department. We are committed to insuring the safety of all participants at events and have created this booklet for your use.

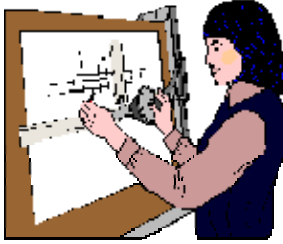
Purpose

This booklet consolidates and summarizes general fire and life safety requirements. Those who comply with the procedures outlined will accomplish several positive outcomes:

- Advises vendors of the fire safety requirements for each event.
- Event delays and vendor frustration will be avoided.
- Assists the promoter in laying out the event and creating a detailed floor or site plan that will be reviewed by the fire department.
- During the fire department review of the permit application, if the floor or site plan does not comply with specific safety codes, the promoter will be advised and required to make the necessary changes that must occur before the event begins.

General Information

1. Call the Santa Monica Fire Prevention Division at (310) 458-8915 for any additional information that may not be addressed in the booklet.
2. Permit applications and related fee information can be downloaded from our Fire Department website, www.santamonicafire.org or at the Fire Prevention Division office located at 333 Olympic Drive 2nd Floor Santa Monica, Ca 90401.
3. Most activities or events involving 150 or more persons on City owned, controlled or maintained property require a Community Event Permit. For more information, contact the Community Events Office at 2600 Ocean Park Blvd., Santa Monica, CA 90404; tel: (310) 458-8573 or visit the Event Permit website at www.santa-monica.org/ccs/events
4. All events must comply with the contents of this booklet, whether or not a permit is required. The fire and building codes apply to all events.



Permit Definitions

Assembly: the temporary gathering of 50 or more persons for such purposes as deliberation, education, instruction, worship, entertainment, amusement, drinking, and dining.

Carnival: a mobile enterprise principally devoted to offering amusement or entertainment to the public in, upon, or by means of temporary structures, rides or any combination of both. **A permit is required from the Building Department.**

Exhibition: an event in which the display of products or services is organized to bring together the provider and user of the products or services. **A permit is required when tents and cooking booths are involved.**

Tent: a temporary structure, enclosure or shelter constructed of fabric or pliable material that is enclosed on two or more sides and supported by any manner. **A permit is required when tents or temporary membrane structures have a floor area in excess of 200 square feet.**

Canopy: is a temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter. **A permit is required for canopies in excess of 400 square feet.**

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1. Candles and Other Open Flame Use

Candles and other open flame devices have been the cause of many fires. Listed below are the permitted and safe uses of open flame devices.

Food preparation will limit flammable liquid use to 18oz containers. If the preparation is at the table, a wet towel will be available to smother a possible fire.

Class 1 and 2 flammable liquids (like kerosene and gasoline and propane) shall not be used indoors.

Use approved liquid or solid fuel non-spill containers for decorative lighting. Decorative lighting shades must be non-combustible.

Candelabra with flaming candles shall be secured in place and located away from combustibles and people. A permit is required for candles and candelabras.



2. Combustible Materials and Waste Disposal

Combustible merchandise being displayed should be limited to a reasonable quantity. Reserve supplies will be kept in closed containers and stored neatly. Waste materials, such as empty cardboard boxes and packing materials, must be removed from the exhibit area daily.

Promoters shall ensure that trash pickup is provided for the event and the exhibitors.

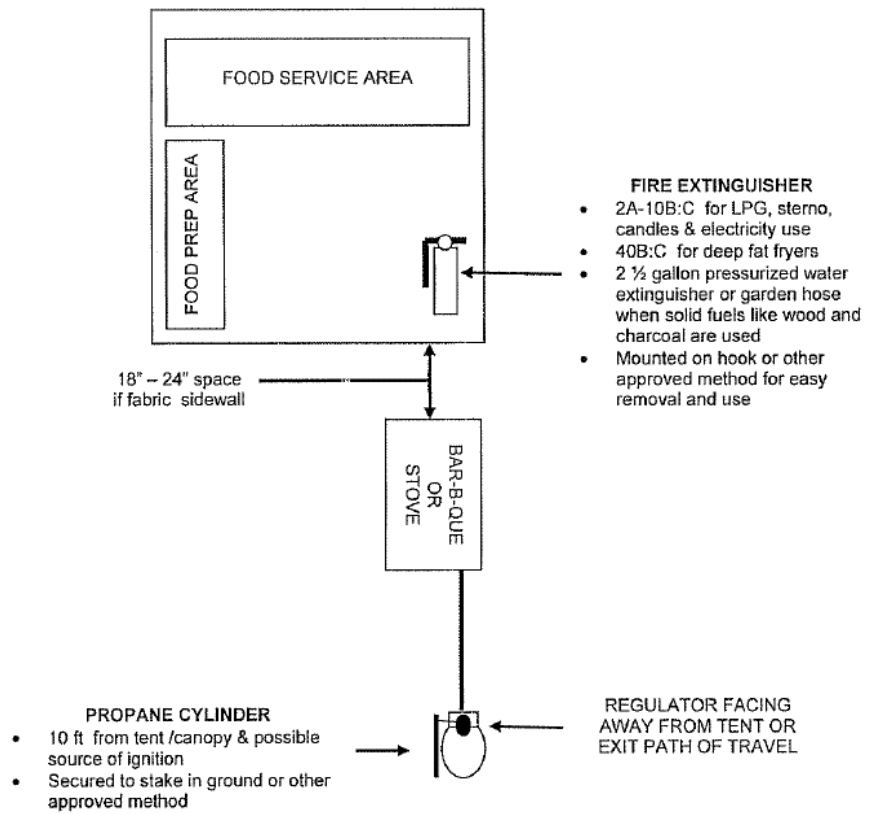


3. Cooking Booths

Because the booths are made of combustible materials and most cooking equipment can be the cause of accidental fires, the following applies to cooking booths:

- Apply the criteria from item 16.
- When using woks or when deep fat frying, each booth must have a Class ‘K’ or 40BC type fire extinguisher.
- Booths with other types of cooking must have a 2A-10BC type fire extinguisher. Fire extinguishers must have a tag attached showing the extinguisher was serviced within the last twelve months.
- Cooking or heating equipment must not be within 10 feet of exits or exit aisles.
- Propane or flammable liquids must not be stored inside.
- Propane cylinders must be at least 10 feet from the booth and secured in place.

EXAMPLE OF COOKING TENT LAYOUT



4. Cooking Equipment and Food Warming Devices*



Listed below are approved cooking/warming appliances:

microwave and electric ovens
electric steam tables
electric cook top griddles
natural gas / LPG cooking appliances meeting the requirements below:

- Piping materials, shut off valves, and connections used to attach the appliance to the building's natural gas system shall be inspected and approved by the Building and Safety Division (310-458-8355).
- During the Fire Department's inspection, the inspection approval document from the Building and Safety Division must be available for review.
- Gas fired appliances shall be placed on a non-combustible surface. If the manufacturer's instructions require the equipment to be vented to the outside, it must be done according to manufacturer's specifications.
- Multi-well deep fat frying equipment is **prohibited** unless an approved self-contained hood with ventilation and fire suppression system is provided. Or is conducted outside.
- Propane use is **prohibited** indoors.
- A Class 'K' or 40BC fire extinguisher is available in each cooking area.

***Active cooking by use of gas, solid or liquid fuel burning equipment shall not be conducted under any tent or canopy. The use of sterno to maintain heat in previously cooked foods is allowed.**



5. Decorative Materials (not display merchandise)

Decorative materials are used to make a vendor area more attractive or curious. Many of the materials used, such as wooden lath, decorative cloth for booth walls, and plastic or foam signs, are a fuel source for fast developing fires.

The following requirements apply to decorative materials:

- Combustible decorative materials shall be flame resistant.
- Wood less than 1/4" thick shall be treated with a flame-retardant coating.
- Foam plastic objects including mannequins, murals, and signs shall cover less than 10% of a wall or floor area.

Note: *If the material is not flame resistant, flame resistant products can be purchased and applied to the material by a professional who will provide a certificate.*



6. Electrical Cords, Protection, and Use

Unprotected electrical cords are prone to damage. A damaged cord can be the cause of a fire resulting from an electrical short and injuries or death can occur from electrocution. To maintain a safe environment, apply the following criteria to the use of electrical type cords:

- Cords subjected to foot or equipment traffic shall be protected from damage.
- Cords 3/8" or less in diameter may be covered with hard plastic "office cord covers" or an approved alternate method.
- Cords equal to or larger than 3/8" in diameter shall use plywood or similar ramp style cover, or an approved alternate method.
- All **cord covers** must be secured in place using tape or other methods.

Not Permitted: Household, small thin type extension cords, spliced cords or homemade receptacles.



7. Exits and Aisle Use

It is important that all exits are available at all times and especially during a fire, earthquake, or other emergency.

Aisle width shall be a minimum of forty-four (44 ") inches with displays or tables on two sides and thirty-six (36") inches on one side only unless required otherwise. Aisles and exits as shown on the approved floor or site plans shall be kept clean, clear, and free from obstructions.

Easels, signs, displays, and other objects shall not encroach into aisles and exits from the booth, display, or stage areas.

Facility exits, stairs, corridors, and vestibules shall not be used in any way to obstruct exiting. **Do not block exit doors.**



8. Exhibit Booth and Display Requirements

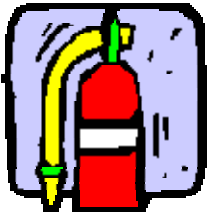
Booths constructed of combustible materials, foam, wood, cloth (< 2" x 4"), **shall comply with items 9 and 11** (flame-retardants).

Booth, table and display areas shall be clearly marked so exhibits do not occupy or extend into exits and aisles. **Do not block exit doors or fire alarm horn or strobe lights, pull stations, and fire extinguishers.**

9. Field Flame Test**



A field flame test to help evaluate the flame resistive properties of a material may be conducted prior to an event. **The test is conducted by applying an open flame to the material for 10 seconds then removing the flame. If the flame stops within 10 seconds after the open flame is removed, the product is considered to be flame resistant. If the material fails the field flame test the material shall be removed immediately.




10. Fire Extinguishers

Many events have an abundance of combustible merchandise, displays, and decorations. Fires have occurred at events because of electrical shorts, a heat source (light bulbs too close to combustible material), and cooking fires. When a fire is small, a fire extinguisher can usually put out the fire. However, by the time someone finds a building fire extinguisher, fights their way back through the departing crowd, the fire will often be too large to extinguish. Therefore, the following criteria provides reasonable fire suppression capability:

Each event shall have portable extinguishers, the **minimum size** must be a U.L. classification **2A-10BC** and cooking areas using oil must have a **Class “K” or 40BC**.

- Extinguishers shall have a **current service tag** (serviced within the last 12 months), and be visible and accessible in the booth at all times.
- Event promoters shall **use the matrix below** to determine the placement criteria for portable extinguishers. After the criteria is determined the extinguisher locations shall be drawn on the site plan.

 Portable Extinguisher Matrix for Events	
Any Type of Event	Extinguisher Placement Requirements 2A-10 BC portable extinguisher within 75 feet
Cooking booths	Every cooking booth shall have one Class “K” or 40BC portable extinguisher within 30 feet.
Note: Additional portable extinguishers may be required.	



11. Flame Retardants and Flame Resistive Materials

Flame retardants are used to treat different types of materials so fire spread by these materials will be inhibited. Some materials cannot be treated, such as most plastic tarps. Flame retardants that are applied by the booth vendor to a booth's decorative materials (see items 5 and 8) will require the booth vendor to provide the flame retardant product information.

Flame resistive materials must be accompanied with a label or package wrapper declaring the material to be flame resistive, or other proof of flame resistive treatment.



12. Maximum Occupant Loads

A building or room used for exhibits, entertainment, feeding or instructing of 50 or more people is assigned an occupant load, which is a maximum number of people permitted inside the area.

It is the responsibility of the promoter and the building owner to see that the maximum number of people allowed in the area is not exceeded and shall maintain pre-established occupant load limits.

A means to monitor the number of people in a room shall be used. One method would be to use hand-held counters to track incoming and outgoing people.

13. Revocation of Permit

Any permit issued may be suspended or revoked by the Fire Prevention Division when it is determined an item from the list below applies.

- It is used by a person other than the Permittee.
- It is used for a location other than for which it was intended.
- Any of the conditions or limitations set forth in the permit has been violated.
- There has been any false statement or misrepresentation of information provided in the application or plans on which the permit issuance was based.
- The Permittee fails, refuses, or neglects to comply with any order or notice duly served by a fire department representative.
- As determined by the Fire Chief or their representative.



14. Seating or Site Plans for Events

Detailed plans will eliminate most of the problems that occur when an inspection is conducted. Promoters with events that require a permit must attach a scaled or detailed floor or site plan to the permit application. A plan will assist the fire department in determining if the event will be safe and in compliance with codes.

The plans **should show** the following (provide what is applicable).

- The location and width of all exit doors, aisles in large exhibitor areas, and the main event aisle ways.
- The location, size, and identification number of exhibits, booths, cooking booths, and other display spaces.
- The location and **size** of propane (LPG) containers.
- The location and width of the fire lanes and the location of fire hydrants.
- The distance from tents to property lines, fences, and structures.
- The location of fire extinguishers, exit lighting, and exit signs.



15. Seating, Use of Chairs

Seating plans for chair arrangements in a structure or tent must be provided as outlined in item 14 of this document. If the number of chairs exceeds 300, the chairs must be bonded together in groups of three or more. In the case of an emergency, this will prevent the bonded chairs from being tipped-over or scattered about, thereby not becoming exit obstructions. One way of bonding the chairs together can be accomplished by the use of what is commonly referred to as “zip” or wire ties.



16. Tents, Canopies and Temporary Structures*

Tents or temporary membrane structures having a floor area in excess of 200 square feet and canopies (open without sidewalls or drops on 75 percent or more of the perimeter) in excess of 400 square feet require a fire department permit.

Tented events will need a site and floor plan and large tents (greater than 2,500 square feet, over 25 feet high or 50 feet in any direction.) will need a separate permit and plan review from Building and Safety (310-458-8355).

When applicable apply the following items:

- Tents and canopies shall be roped, braced, and anchored.
- Tents and canopies shall be made of fire-retardant material and decorative materials shall be flame retardant.
- Post "No Smoking" signs inside.
- No open flame devices are allowed inside unless permitted otherwise.

Example; Permits issued for the use of candles or candelabras.

Provide one "2A-10BC" (5 lb.) fire extinguisher for every 3,000 sq. ft. of floor area and within 75 feet travel distance, **and at least** one "40BC" (5 lb.) fire extinguisher is to be within 30 feet of every cooking area or in each cooking area. Extinguishers shall be mounted by the use of a bracket – no "zip" or wire ties.

Provide a clear 20-foot fire department access lane around tents and canopies.

Tents and canopies must be 20 feet from any building or property line.

Tents and canopies with up to 199 people must have two 6-foot exits; with 200-499 people, there must be three 6-foot exits; with 500-999 people, there must be four 8-foot exits; and with greater than 1,000 people, there must be five 10-foot exits. All exits must be evenly spaced around the tent perimeter.

The **numbers of occupants is determined by taking the floor area and divide** by 15 for an exhibit, or divide by 7 for an event where people will be standing.

Provide exit signs at each exit. Exit signs must be lighted and have a second source of power (battery back-up) if the tent has a capacity of over 100 people.

***Active cooking by use of gas, solid or liquid fuel burning equipment shall not be conducted under any tent or canopy. The use of sterno to maintain heat in previously cooked foods is allowed.**



17. Use of Propane (LPG)

Propane gas use can be extremely hazardous. Several high-dollar loss fires have occurred because propane gas leaked from its container and equipment connections have caught fire. Extreme care must be taken when changing propane gas cylinders.

Indoor Use

The use of propane inside of buildings is **prohibited**.

There is special cooking equipment approved (listed) by U.L. The equipment is limited to the use of 18-ounce bottles of butane. This equipment is permitted to be used in the City of Santa Monica.

Outdoor Use

Propane cylinders must be at least 10 feet from the structure or tents.
(Not allowed under building eaves).

Propane cylinders must be set on a firm foundation so to be adequately secured and protected from potential damage.



18. Vehicles

Vehicles create a unique fire concern. Most buildings were never built with the intention of putting gas-fueled vehicles inside. Because of the amount of flammable fuel a vehicle can contain, the codes considered the hazard and will only allow vehicles to be displayed within a mall, or structure if the following conditions are met:

- Batteries shall be disconnected or use a disconnect switch.
- Fuel tanks shall be locked or sealed to prevent tampering.
- Vehicles shall not block or obstruct exits.
- Refueling and fuel storage shall occur outside of a structure in an approved area.
- Vehicles that are leaking fuel are not permitted indoors.
- A permit from the Fire Prevention Division is issued for a vehicle display inside a building.

Code References for Each Section:

CFC is the California Fire Code.

NFPA is the National Fire Protection Association.

Permits are required by the most recently adopted California Fire Code and the City of Santa Monica Fire Department in accordance with Appendix Chapter 1 section 105.5

Table of Contents with Referenced Code Sections

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1. Candles and Other Open Flames Use CFC 308
2. Combustible Materials and Waste Disposal CFC 304
3. Cooking Booths CFC 2404.7, 2404.15, 2404.15.5, 2404.15.6, 3804
4. Cooking Equipment and Food Warming Devices CFC 308.3.1, 308.5.2
5. Decorative Materials CFC 308.3.2
6. Electrical Cords, Protection and Use CFC 605
7. Exits and Aisle Use CFC 1028
8. Exhibit Booth and Display Requirements CFC 314
9. Field Flame Test
10. Fire Extinguishers CFC 906.1
11. Flame Retardants and Flame Resistive Materials CFC Chapter 8, 1028.5, 2404.2
12. Maximum Occupant Loads CFC 1004
13. Revocation of Permit CFC Appendix Chapter 1, section 105.5
14. Seating or Site Plans for Events CFC 408.2.1
15. Seating, Use of Chairs CFC 1025.12
16. Tents, Canopies and Temporary Structures CFC Chapter 24
17. Use of Propane (LPG) CFC 3803.2.1.1, 3803.2.1.5, 3804
18. Vehicles CFC 314.4