

FIRE PREVENTION GUIDELINE

Title: Special Outdoor Events		
Number: FPG-09	Effective Date: 01/01/2008	Revised Date: 04/29/2016
Code References: California Fire Code (CFC), California Code of Regulations (CCR) Title 19, Merced Municipal Code (MMC)		
Note: <i>This guideline is a summary of Fire Department clarifications and interpretations of City and State Codes and nationally recognized standards in accordance with the currently adopted edition of the Fire Code. Information contained herein applies to typical circumstances and may not address all situations.</i>		

Scope

This Fire Prevention Guideline has been developed to provide clarification and support for organizations and members of the public who will be hosting or participating in an outdoor event.

Codes and Guidelines

This Guideline shall apply to all street fairs, farmers markets, concerts or similar outdoor events. Outdoor events shall be in accordance with the California Fire Code, California Code of Regulations, Title 19 and the Merced Municipal Code.

Permits Required

A variety of permits may be required dependent upon the type of activities planned. Typical outdoor activities which may require a permit may include the use of tents or canopies, compressed gases, flame effects, etc.

Specific Requirements

1. Fire Lanes

A minimum 22-foot wide unobstructed clearance shall be maintained on all streets to allow for emergency vehicle access.

2. Fire Hydrants/Fire Protection Equipment

Fire hydrants, fire department inlet connections or fire protection system control valves shall not be obstructed.

3. Cooking Booths

Only three cooking booths are permitted per block and they shall be located at least 50 feet apart.

- a. PROPANE TANKS. Only approved containers with valves, fittings and other equipment, which comply with the Fire Code may be used for cooking or other appliances. **Cylinders are not to be changed during the event.**
 - i. **Tanks shall not exceed 5 gallons in size without special approval from the Fire Department.**

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- ii. Cooking booths shall be limited to a maximum of four individual cooking appliances. The fuel supply for each appliance shall be 5 gallons or less.
- iii. No spare tanks are allowed in the area and tanks are not allowed to be exchanged during the event.

- b. No motorized vehicles shall be parked within 20 feet of any cooking booth, barbecue or other cooking area.
- c. Each vendor who is cooking must provide a minimum of one 2A10BC rated fire extinguisher with a current State Fire Marshal service tag attached. The fire extinguisher must be located in an easily accessible location.
- d. No combustible storage is allowed near any cooking equipment, barbecue or other sources of ignition.

4. Electrical Requirements

- a. Extension cords shall be plugged directly into an approved receptacle, power tap, or multi-plug adaptor and, except for approved multi-plug extension cords, shall serve only one appliance.
- b. The ampacity of the extension cords shall not be less than the rated capacity if the portable appliance served by the cord.
- c. Extension cords shall be maintained in good condition without splices, deterioration or damage.
- d. Extension cords shall be grounded when serving portable grounded equipment.

5. Compressed Gas Cylinders

All compressed gas cylinders (propane, CO₂, helium, etc.) must be properly secured to prevent them from falling.

6. Booth Construction

- a. Fabric booths over 400 square feet must be constructed of an approved flame-retardant material or be properly treated with a flame-retardant chemical and are required to display a State Fire Marshal flame-retardant tag.
- b. Exit doors from booths must be unobstructed at all times.
- c. All solid doors must swing out and be operable from the inside without any special knowledge or effort. Doors to fabric booths must be open at all times or open with little or no knowledge or special effort.



FIRE PREVENTION GUIDELINE

Title: Tents and Other Membrane Structures Guideline and Application		
Number: FPG-22	Effective Date: 01/01/2008	Revised Date: 4/16/2019
Code References: California Fire Code (CFC), California Code of Regulations (CCR) Title 19, Merced Municipal Code (MMC)		
Note: This guideline is a summary of Fire Department clarifications and interpretations of City and State Codes and nationally recognized standards in accordance with the currently adopted edition of the Fire Code. Information contained herein applies to typical circumstances and may not address all situations.		

**TEMPORARY TENT & MEMBRANE
Permit Application**

APPLICANT INFORMATION

Event Name: _____

Event Type: Retail Sales Food Service Public Assembly Other: _____

City of Merced Business License Required? _____ Attach Copy of Business License

Address of Events: _____

Date of Event(s): _____ Hours of Operation: _____

Event Responsible Person: _____ Telephone: _____

Mailing Address of Responsible Person: _____

City: _____ State: _____ Zip: _____ Alternate Telephone: _____

Email Address _____ Number of people anticipated: _____

Entertainment: Yes No Type of Entertainment: _____

Admission being charged? _____ Is Alcohol being served? _____

Date Tent will be erected: _____ Date Tent will be taken down: _____

Number of Tents: _____ Square Feet of all Tents if combined: _____



TEMPORARY STRUCTURE WILL BE USED FOR: Check all that Apply						
Use of Tents						Does Tent have One or More Sides (if applicable)
Tent	Retail Sales Yes/No	Public Assembly (≥50 people) Yes/No	Cooking Yes/No	Other	Size of Tent	
1						
2						
3						
4						
5						
6						

Food Service (How prepared): _____

Fuel used for Cooking: LPG (≥5gl) Electric

NO OPEN FLAME COOKING IS ALLOWED WITHIN 20 FEET OF ANOTHER TENT, CANOPY OR MEMBRANE STRUCTURE

Source of Electric Power: _____

Fuel used: LPG (≥5gl) Natural Gas Electric

ELECTRICAL SERVICE SHALL COMPLY WITH THE ELECTRICAL CODE.

Type of Heat Device/Appliance: _____

Fuel used: LPG (≥5gl) Natural Gas Electric

ALL HEATING DEVICES SHALL BE UL LISTED AND APPROVED FOR USE

Type of Ground Cover and Decoration: _____

ALL GROUND COVER AND DECORATIONS SHALL COMPLY WITH THE FLAME RETARDANT REQUIREMENTS OF THE CALIFORNIA FIRE CODE. DOCUMENTATION SHALL BE PROVIDED.

OFFICIAL USE ONLY

Tent Permit \$195 (400-1500) \$260 (1501-15,000) \$651 (15,001-30,000) \$911 (>30,000) (Sq. Ft.)

Assembly Permit \$130 (50-299) \$260 (≥300) \$75 (Non-Profit Organization)

LPG Permit \$98

APPLICATION APPROVED BY _____ – Tent(s) may be set up. Call 209-385-6830 for inspection. Permit will be issued after inspection has been completed.

DENIED – _____

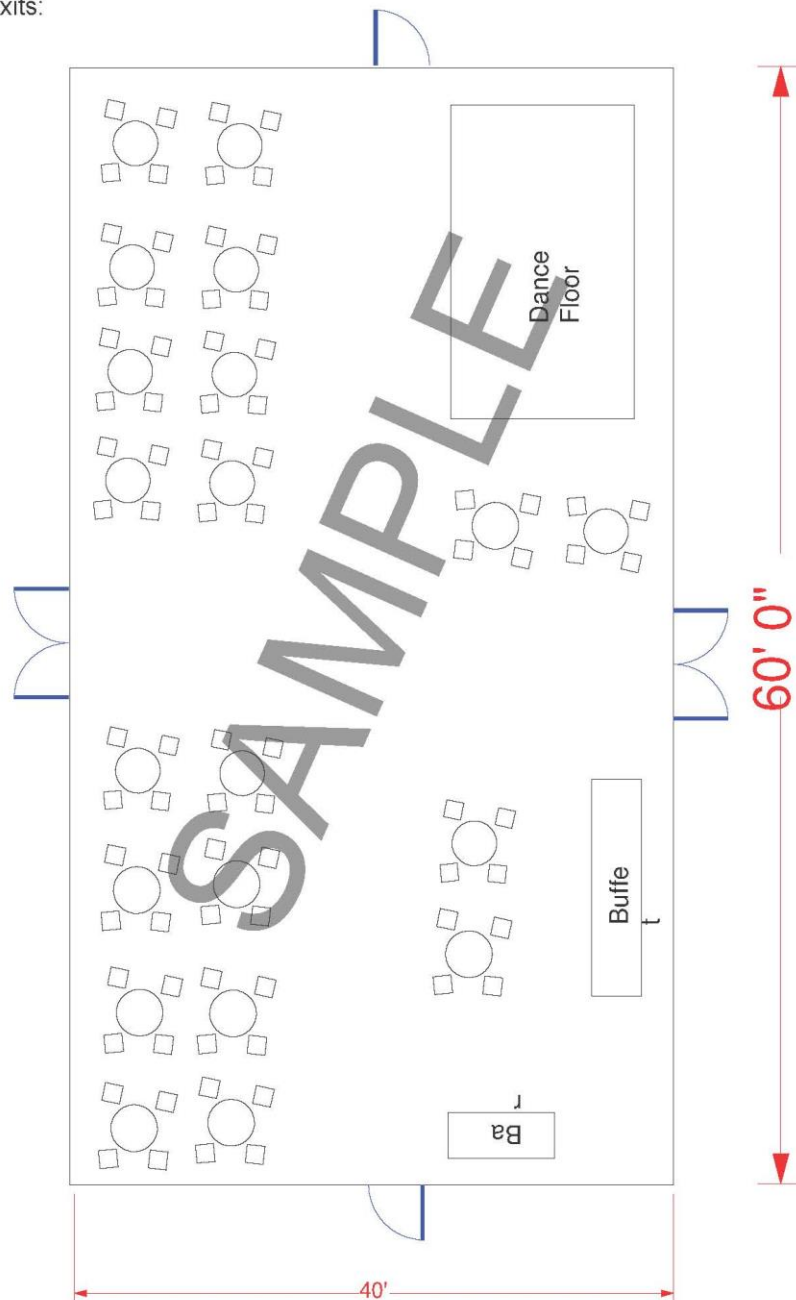


Once conditions listed above are resolved an inspection may be requested.

Plot Plan

(Draw to scale with all required dimensions)

Occupant Load:
Size of Dance Floor:
Required Exits:





TEMPORARY TENT & MEMBRANE STRUCTURE REGULATIONS

SCOPE

This guideline has been developed to assist the public and business community with the inspection and maintenance requirements for tents, canopies and other membrane structures.

CODES AND GUIDELINES

All aspects of the California Fire Code relating to tents shall be complied with. The regulations included on this guideline are only a sample of the regulations affecting tents. See the California Fire Code Chapter 31 for the complete list.

All aspects of the California Fire Code relating to liquefied petroleum gas (LPG) shall be complied with. The regulations included in this guideline are only a sample of the regulations affecting LPG. See the California Fire Code Chapter 61 for the complete list.

DEFINITIONS

Air-Inflated Structure: A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area. Air supported structures are of two basic types:

Double skin. Similar to a single skin, but with an attached liner that is separated from the outer skin and provides an airspace which serves for insulation, acoustic, aesthetic or similar purposes.

Single skin. Where there is only the single outer skin and the air pressure is directly against that skin.

Air-Supported Structure: A structure that uses air-pressurized membrane beams, arches or other elements of enclosed space. Occupants of such a structure do not occupy the pressurized areas used to support the structure.

Membrane Structure: An air-inflated, air-supported, cable or frame-covered structure as defined by the California Building Code and not otherwise defines a tent. See the California Building Code Chapter 31 for the complete list

Temporary Stage Canopy: A temporary ground-supported membrane-covered frame structure used to cover stage areas and support equipment in the production of outdoor entertainment events.



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.

Note: Canopies are called tents. They are tents with no sidewalls or drops.

TENT PERMITS

1. These regulations apply to any tent in which 10 or more people may gather. (2016 CFC 3101.1 for several exceptions.)
2. A tent shall not be erected until a Tent Permit application (if applicable) has been approved by the Fire Prevention Division.
3. A Tent Permit must be obtained from the Fire Prevention Division for any of the following:
 1. A single tent greater than seven hundred (700) square feet open on all sides. (2016 CFC 3103.2)
 2. A single tent greater than four hundred (400) square feet with one or more sidewalls or drops. (2016 CFC 3103.2)
 3. Multiple tents having no sidewalls or drops placed side-by-side with a combined area greater than seven hundred (700) square feet. (A twelve [12]-foot wide or wider fire break can be used to break up the size of the combined tent area to stay under seven hundred (700) square feet.) There can be no combustible material placed or located in the fire break area. (2016 CFC 3103.8.6)
4. The Tent Permit application fee shall be paid at time of submittal.
5. The Tent Permit application shall be received by the Fire Prevention Division at least fourteen (14) calendar days before the expected erection date of the tent. It shall include a site diagram, drawn to scale or fully dimensioned, showing all streets, alleys, lot lines, buildings; including fire-fighting equipment (such as fire sprinkler risers, fire hydrants, FDC's, and PIV's), generators, and other fixed objects on the site. It shall also show all aisles, doors, tables, displays, extinguishers and other fixtures inside the tent.
6. In addition to the above, if there will be persons seated in the tent provide a diagram indicating the proposed occupant load for any seating areas in the tent. Show all fixed seating (e.g. benches) and portable seating (e.g. chairs). If there will be dancing show the dance floor area drawn to scale on the diagram and post the expected maximum number of persons dancing at one time. (2016 CFC 1004.1)



7. A representative from the company or person erecting the tent must be present at time of tent inspection.

FIRE APPARATUS ACCESS ROADS

1. An unobstructed fire engine access roadway must be maintained around and/or through all tent areas. It shall be a minimum of twenty (22) feet wide and thirteen and one half (13½) feet high. This width is measured outside the support wires (ropes) supporting the tent. More than one access road may be needed. (2016 Merced Municipal Code 17.32.070)
2. No aspect of a tent or area of tents shall be greater than one hundred fifty (150) feet from an approved access road. (2013 CFC 3103.8.1; 503.1.1)

TENT DISTANCES (GENERAL REQUIREMENTS)

1. Tents shall be spaced at least twenty (20) feet from each other. However, tents need not be separated from each other if none of the units is used for cooking and the aggregate floor area does not exceed fifteen thousand (15,000) square feet. (2016 CFC 3103.8.2)
2. Tents shall be spaced at least twenty (20) feet from buildings. However, this does not apply when all of the following conditions are met: (2016 CFC 3103.8.2)
3. The aggregate floor area of the tents does not exceed ten thousand (10,000) square feet.
4. The aggregate floor area of the building and tents does not exceed the allowable floor area including increases as indicated in the California Building Code.
5. Required means of egress provisions are provided for both the building and the tents including travel distances to the public way.
6. Fire apparatus access roads are provided in accordance with Merced Municipal Code, Section 17.32.070
7. Tents shall not be located within twenty (20) feet of lot lines. (2016 CFC 3108.2)
8. Vehicle parking and equipment with internal combustion engines must be located at least twenty (20) feet from any tent. (2016 CFC 3103.8.2)
9. Fire protection equipment on buildings and on site (sprinkler risers, fire hydrants, FDC's, PIV's, etc.) shall NOT be blocked or obstructed by a tent. (2016 CFC 509.2)



ANCHORAGE

1. Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation shall be provided when requested. (2016 CFC 3103.9)

OCCUPANT LOAD

An area capable of fifty (50) or more persons shall have the occupancy load sign posted in a conspicuous place, near the main exit or exit access doorway. Posted signs shall be an approved legible design and shall be maintained by the owner or owner’s authorized agent.

Code reference Table 3103.12.2

(Occupant load= (W x L) / (7 without fixed seating) (5 Standing) (15 Unconcentrated, tables & chairs)

Every temporary tent structure based on the occupant load shall have a minimum number of exits based on the table listed. Number of Exits = Occupant Load x .2 Factor)

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS TENT (INCHES)	MINIMUM WIDTH OF EACH MEANS OF EGRESS MEMBRANE STRUCTURE (INCHES)
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96



EXITING

1. Exit curtains shall be free sliding on a metal support. The metal support shall be a minimum of eighty (80) inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit. Exit curtains shall be of a color or colors that contrast with the color of the tent. (2016 CFC 3103.12.3)
2. Exits shall be clearly marked. If the occupant load is fifty (50) or more exit signs shall be installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress. Exit signs shall be either listed and labeled in accordance with UL 924 as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires supplied by two separate circuits, one of which shall be separated from all other circuits. If the occupant load is greater than three hundred (300) emergency power is required as well as other requirements. (2016 CFC 1008.2, & 3103.12.6)
3. Exit path lighting. The means of egress pathway originating on the interior and concluding on the exterior shall be illuminated with light having an intensity of not less than 1 foot-candle at floor level while the tent is occupied. Fixtures required for the means of egress illumination shall be supplied from a separate circuit or source of power. (2016 CFC 3103.12.7)
4. Aisle. In areas serving employees only, the minimum aisle width shall be twenty-four (24) inches but not less than the width required by the number of employees served. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than forty-four (44) inches shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than one 1 foot of aisle width for each fifty (50) persons served by such aisle at the point. (2016 CFC 3103.12)

TENT MATERIAL

1. Flame propagation performance treatment. Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, are flame resistant in accordance with appropriate standards set forth in CCR, Title 19, Division 1, Chapter 8. Tops and sidewalls shall be made either from fabric which has been flame resistant treated with an approved exterior chemical process by an approved application concern, or from inherently flame resistant fabric approved and listed by the State Fire Marshal (see CCR, Title 19, Division 1, Chapter 8) (2016 CFC 3104.2)



2. Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (2016 CFC 3104.3)
3. Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported tent is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric: (2016 CFC 3104.4)
 - a. Names and address of the owners of the tent or air-supported tent.
 - b. Date the fabric was last treated with flame-retardant solution.
 - c. Trade name or kind of chemical used in treatment.
 - d. Name of person or firm treating the material.
 - e. Name of testing agency and test standard by which the fabric was tested.

FIRE EXTINGUISHERS

1. A minimum of one 2A10BC rated fire extinguisher or larger shall be provided in every tent from five hundred (500) square feet to one thousand (1000) square feet plus one 2A fire extinguisher in each auxiliary adjacent tent. One additional extinguisher shall be provided for each additional two thousand (2000) square feet or fraction thereof. (2016 CCR Title 19, Division 1, Chapter 2, Article 3, Section 319)
2. At least one Class 10-BC fire extinguisher shall be provided with each generator or transformer.
3. At least one Class 10-BC fire extinguisher shall be provided in kitchens, dining areas, and at locations where flammable or combustible liquids or flammable gases are used, stored or dispensed.
4. Inside a tent larger than one thousand (1000) square feet, a fire extinguisher shall be accessible within seventy-five (75) feet of travel distance. (2016 CFC 906.3)
5. A K-class rated wet chemical fire extinguisher shall be provided for deep-fat fryers. The maximum travel distance shall be thirty (30) feet. ((2016 CCR Title 19, Division1, Chapter 3)
6. Portable fire extinguishers shall be located in conspicuous location where they will be readily accessible and immediately available for use located along normal paths of travel. (2016 CFC 906.5)
7. Each fire extinguisher must be serviced annually or after it has been used whichever occurs first. (There must be a current State Fire Marshal maintenance tag attached to



the extinguisher or a fire extinguisher sales receipt dated within the last twelve [12] months or a label on the fire extinguisher indicating that the extinguisher was manufactured within the last twelve [12] months.) (CCR, Title 19, Division 1, Chapter 3)

COOKING, HEATING, AND WARMING APPLIANCES AND DEVICES

1. An operational permit is required if used inside a tent. Contact the City of Merced Fire Prevention Division regarding Fire Prevention Guideline - 09 Special Outdoor Events
2. Unless approved by the Fire Code official open flame or other devices emitting flame, fire, or heat; flammable or combustible liquids, gas, charcoal, or other cooking devices; and, unapproved devices shall not be permitted inside or located within twenty (20) feet of any tent while open to the public. (2016 CFC 3104.7)
3. Cooking, heating, and warming equipment designed to be vented shall either be properly vented to the outside as specified in the California Mechanical Code or shall be physically located outside the tent. Where vents or flues are used, all portions of the tent shall be not less than twelve (12) inches from the flue or vent. (2016 CFC 3104.15)
 - a. Tents with one or more sidewalls or drops where cooking is performed shall be separated from other tents by a minimum of twenty (20) feet. (2016 CFC 3104.15)
 - b. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within twenty (20) feet of a tent. (2016 CFC 3104.15)
 - c. Heating and cooking equipment shall not be located within ten (10) feet of exits, aisles, passageways, or combustible materials. (2016 CFC 3104.15)
1. Combustible material shall be kept a minimum of three (3) feet from all ignition sources (such as luminaires, heaters, and flame-producing devices). (2016 CFC 305.1)

LPG TANKS

1. A Fire Prevention Division permit is required to use LPG in a commercial event, whether inside or outside a tent. (2016 CFC 105.6.27).
2. Portable LPG containers up to an aggregate total of five hundred (500) gallons shall have a minimum separation between the container(s) and structures not less than ten (10) feet. The container(s) shall be adequately secured in an upright position to prevent damage and unauthorized movement. (2016 CFC 3104.16)



3. With permission of the Fire Code official portable LPG containers exceeding an aggregate total of five hundred (500) gallons shall have a minimum separation between the container(s) and structures not less than twenty-five (25) feet. The container(s) shall be adequately secured in an upright position to prevent damage and unauthorized movement. (2016 CFC 3104.16)
4. No electrical or other ignition source shall be in the same area as the LPG tanks or near LPG lines and connections.
5. LPG equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with CFC Chapter 61 and the California Mechanical Code. (2016 CFC 3104.16)

GENERATORS AND INTERNAL COMBUSTION ENGINES

1. Generators and other internal combustion power sources shall be separated from tents by a minimum of twenty (20) feet and shall be isolated from contact with the public by fencing, enclosure, or other approved means. (2016 CFC 3104.19)
2. Refueling shall be performed in an approved location not less than twenty (20) feet from tents. (2016 CFC 3104.17)

FLAMMABLE AND COMBUSTIBLE LIQUID FUELED EQUIPMENT

1. Flammable-liquid-fueled equipment (such as methanol, gasoline, and “white” gas) shall not be used in tents. (2016 CFC 3104.17)
2. Flammable and combustible liquids shall be located outside in an approved manner not less than fifty (50) feet from tents. (2016 CFC 3104.17)

COMBUSTIBLE VEGETATION AND WASTE MATERIALS

1. Combustible Vegetation. Vegetation that could create a fire hazard shall be removed from the area occupied by a tent or membrane structure, and from areas within thirty (30) feet of structures. (2016 CFC 3104.21)
2. Combustible Materials. Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy. Storage of combustible materials shall not be less than fifty (50) feet from any tent or membrane structure. Agricultural exhibits and material necessary for the daily feeding and care of animals is exempt. Combustible materials shall not be permitted under stands or seats at any time. (2016 CFC 3104.5)
 - a. Sawdust, shavings, or other combustible material used on the floor or ground shall be made flame resistant. (2016 CCR Title 19, Division 1, 315.(b))



3. Combustible Waste Material. The floor surface inside tents or membrane structures and the grounds outside and within a thirty (30) foot perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. (2016 CFC 3104.22)
 - a. Such waste shall be stored in approved containers and removed from the premises not less than once a day during the period the structure is occupied by the public. Maintained landscaping in open public areas (such as lawns, flowers, trees, and shrubs) is exempt. (2016 CCR Title 19, Division 1, 319.(b))

SMOKING

1. Smoking shall not be permitted inside tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted inside and outside all tents open to the public and wherever otherwise specified by the enforcing authority. (2016 CCR Title 19, Division 1, 316)