



Seasonal Sales Fire Code Permit Application

EVENT NAME:			
EVENT ADDRESS:			
EVENT SPONSOR:			
EVENT CONTACT NAME:		PHONE:	
DATE(S) OF EVENT:			
TENT CONTRACTOR:			

APPLICATIONS FOR FIRE CODE TENT PERMITS MUST BE SUBMITTED SEPARATELY BY THE TENT OWNER OR TENT RENTAL COMPANY THAT IS RESPONSIBLE FOR THE TENT(S) AND TENT INSTALLATION USING A SEPARATE TENT FIRE CODE PERMIT APPLICATION.

APPLICATIONS FOR SEASONAL SALES FIRE CODE PERMITS MUST BE SUBMITTED BY THE EVENT SPONSOR. INCLUDE THE FOLLOWING ATTACHMENTS:

Drawings or plans showing the location of:

- ❑ All tents or other temporary facilities including the minimum separation from property line, buildings, other tents, canopies, vehicles, vehicle parking areas, fire access roadway (including width), etc.
- ❑ All generators, cooking equipment, heating equipment, and electrical equipment.
- ❑ Diagram of each tent or temporary facility including seating capacity, arrangement of seating, aisles, exits, exit signs, emergency lights, fire extinguishers, etc.
- ❑ Location and size of LP-Gas containers, flammable liquid tanks, and combustible liquid tanks.

FOR TENTS WITH AN OCCUPANT LOAD OF 50 OR MORE, provide a copy of the fire safety plan, evacuation plan, employee training plan, and list of fire safety personnel and crowd managers in accordance with the requirements of the International Fire Code and OSHA:

1. Fire safety plans are required and shall include the following:
 - a. The procedure for reporting a fire or other emergency.
 - b. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
 - c. Site plans indicating the following:
 - The occupancy assembly point.
 - The locations of fire hydrants.
 - The normal routes of fire department vehicle access.
 - Floor plans identifying the locations of the following:
 - Exits.
 - Primary evacuation routes.
 - Secondary evacuation routes.
 - Accessible egress routes.
 - Areas of refuge.
 - Manual fire alarm boxes.
 - Portable fire extinguishers.
 - Occupant-use hose stations.
 - Fire alarm annunciators and controls.

- d. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
 - e. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
 - f. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.
 - g. Fire safety plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire marshal for review upon request.
2. Evacuation plans are required and shall include the following:
 - a. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
 - b. Procedures for employees who must remain to operate critical equipment before evacuating.
 - c. Procedures for accounting for employees and occupants after evacuation has been completed.
 - d. Identification and assignment of personnel responsible for rescue or emergency medical aid.
 - e. The preferred and any alternative means of notifying occupants of a fire or emergency.
 - f. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
 - g. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
 - h. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
 - i. Evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire marshal for review upon request.
 3. Seating plans are required and shall include the following:
 - a. A detailed seating plan showing the location of furnishings, tables, chairs, aisles, exits, etc.
 - b. Every tent that is an assembly occupancy with an occupant load over 50 shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent.
 - c. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit access ways remain unobstructed.
 4. Employees shall be trained in fire prevention, evacuation and fire safety:
 - a. Fire prevention training. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.
 - b. Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.
 - c. Fire safety training. Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.
 5. Fire watch personnel are required to remain on duty when the tents are open to the public. The fire watch personnel shall keep diligent watch for fires, obstructions to means of egress and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the structures.
 6. For tents with an occupant load of 250 or more, crowd managers are required to remain on duty when the tents are open to the public. There shall be trained crowd managers or crowd manager supervisors at a ratio of one crowd manager/supervisor for every 250 occupants. *(Revised 06/21/11)*