



Richmond Fire Department

Fire Prevention Services Division



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CARNIVALS, FAIRS, SPECIAL EVENTS

TEMPORARY MEMBRANE STRUCTURES (TENTS / CANOPIES)

PURPOSE

The purpose of this regulation is to establish a consistent regulatory guide for fire safety enforcement at outdoor carnivals, fairs, special events, or with regards to tents and canopies. It provides the special events coordinator and vendors with the necessary information to ensure the conformance with local requirements and those of the California Fire Code (CFC).

POLICY

When an applicant proposes a carnival, fair, special event, or use of a temporary membrane structure (tent/canopy) in the jurisdiction of Richmond Fire Department, the applicant must submit the required construction documents along with a completed application for approval prior to the event or use. The required construction documentation, application, and fees shall be submitted at least 2 weeks prior to the event. **Tent/canopy must be ready for inspection by 7:00 p.m. on Friday for weekend events or actual cost of the inspector will be charged to inspect on Sat/Sun.** Submittals received less than 2 weeks shall incur an additional expedite fee.

CONSTRUCTION DOCUMENTATION

Provide a site plan of the event and indicate on the plan the locations and dimensions of the following: all public rides (denote electrical or gasoline operated), all tent/canopy locations (all temporary membrane structure's locations shall comply with CFC Chapter 31), generators, flammable and/or combustible liquid storage, and Fire Department access.

A detailed floor plan shall be provided for temporary membrane structures (tents/canopies). It shall indicate details of the means of egress facilities/locations, seating capacity, arrangement of seating and the location and type of heating and electrical equipment. Use of electrical equipment may require an electrical permit.

Contact the Building Department for requirements.

INSPECTIONS

After approval of the event, the Richmond Fire Department will conduct an inspection to determine compliance with the approved permit. 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 event coordinator to insure vendors are aware of these regulations. The Richmond Fire Department shall be notified not less than 48 hours prior to any fire clearance inspection.

TENTS AND CANOPIES CHECKLIST

- Plans have been submitted and approved by Richmond Fire.
- Tent/Canopy location and layout are according to approved plans **SHALL NOT** be located within 20 feet of buildings, lot lines and vehicles.
- Fire extinguisher for general use located at exit and readily accessible, classification 2A:10B:C, if deep fat frying: one K-rated fire extinguisher.
- Cooking and heating equipment **SHALL NOT** be located within 10 feet of tents/canopies.
- Outdoor cooking that produces sparks or grease-laden vapors **SHALL NOT** be performed within 20 feet of a tent/canopy.
- Generators **SHALL NOT** be located within 20 feet of tents/canopies.
- Tents where cooking is performed shall be separated from other tents or structures by a minimum 20 feet.
- Compressed gas cylinders including propane, oxygen, helium, or other are stored in an upright position and secured to prevent accidental tipping.
- Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or membrane structures.
- Flammable liquid fueled equipment **SHALL NOT** be used in tent or membrane structures.
- Occupant load sign shall be posted in a conspicuous location. A permit is required to operate places of assembly (over 50 persons).
- Seating shall comply with California Fire Code Chapter 10.
- Heating and cooling equipment **SHALL NOT** be located within 10 feet of exits, aisles, passageways, or combustibles.
- Travel distance **SHALL NOT** exceed 100 feet to an exit.
- Exits shall be clearly marked. Exits signs (internally or externally illuminated) shall be installed with an occupant load of 50 or more.
- All tents, canopies or temporary membrane structures shall have a permanently affixed label from the Office of the State Fire Marshal stating that the material used for the structure is flame retardant or a permanently affixed label and a Certificate of Flame Resistance by a California State Fire Marshal licensed applicator per CFC 3104.
- Other requirements may apply. Tents and temporary membrane structures shall comply with all applicable laws and regulation.

FOOD VENDOR REQUIREMENTS CHECKLIST

- Fire extinguisher for general use located at exit and readily accessible.
Classification 2A:10B:C.
- If deep fat frying: one K-rated fire extinguisher.
- Adequate exiting and escape pathways.
- Proof of fire retardant and/or flame resistant fabric for tents, canopies, decorations, etc.
- Physical guards, fencing or enclosure around generators and solid fuel cooking.
- Compressed gas cylinders including propane, oxygen, helium, or other are stored in an upright position and secured to prevent accidental tipping.
- Good housekeeping.
- Minimize tripping hazards.
- Minimum distance requirements to adjacent tents and structures, cooking.
- Electrical permit for temporary lighting.
- Seating requirements when required.
- No-smoking signs when required.