The Fire Department has a vested interest to ensure the fire and life safety of all events and activities within the city. The following are general fire and life safety requirements for events in the City. These requirements are taken, in part, from the California Code of Regulations Title 19 and the California Fire Code (2016 Edition).

All exhibitors and the event promoters shall comply with fire and life safety as required. It is the responsibility of the event promoter to ensure each exhibitor meets all of the fire department’s fire and life safety requirements.

**Permit Submittal, Permit and Inspection Fees**

1. The following information shall be submitted to the Fire Department no later than **30 days prior to the scheduled event date**. One (1) set of the following information shall be submitted to the Fire Department. Facsimile submittals are NOT ACCEPTABLE. **Failure to provide the required information to the Fire Department 15 days prior to the event will result in double fees and may result in the delay the start of your event.**
   - A. Completed and signed Special Activities Questionnaire Permit Application. See attached.
   - B. Site Plan - All site plans must include the following information and shall be clear and legible.
     1) Site plan shall be drawn to scale. Minimum plan size is 8” x 11”
     2) Booth locations and sizes,
     3) Exit aisle widths shall be maintained clear and ten (10) feet wide,
     4) Electrical panel locations,
     5) Building columns,
     6) Fire extinguisher and fire hose locations,
     7) Exit doors,
     8) If applicable, tent and locations within the buildings or outside on the grounds.

2. All initial fees are paid through the City. Plan check and fire inspection/permit fees are **(see fee schedule)** based on an hourly rate. Additional inspection fees may be charged for inspections taking longer than one hour. Plan check fees and permit inspections are required for tents (greater than 400 square feet). Other permits are required such as solid fuel used for cooking or vehicle displays at the event center. Stand-by personnel fees (see section below) and any additional inspection fees will be invoiced directly to the event promoter.

**Permit Approval, Inspections and Fire Department Stand-By Personnel**

1. A fire permit constitutes permission to maintain, store, or use or handle materials, or to conduct processes that produce conditions hazardous to life or property, or to install equipment used in connection with such activities. Such permission shall not be construed as authority to violate, cancel or set aside any of the provisions of the California Fire Code. Such permit shall not take place of any license required by law. **(CFC Chapter 1, Section 105)**

2. It shall be the duty of the permit applicant to notify the Fire Department that the event is ready for inspection. Please schedule the fire inspection at (650) 522-7940 at least 48 hours in advance. All permits, approved plans shall be on site for the inspection. **(CFC Chapter 1, Section 105.4.6)**
3. To ensure public safety, fire department stand-by personnel are required when deemed necessary through the plan review process or inspection. Fire Department stand-by personnel will consist of the hiring a minimum of one firefighter (or more if the event warrants additional personnel), designated by the Fire Department, for a period starting one hour before the event opening to one hour after the event closing, each day the event occurs. The firefighter will work under the direction of the Fire Department. (CFC 403.12.1)

General Fire and Life Safety Requirements

The items mentioned below shall not be construed to encompass all items that will be required by the Fire Department. Late submittals and actual field inspections may have additional requirements that shall be met prior to the start of any event.

Exits and Aisles (CFC Chapter 10)

1. Aisles shall be maintained clear of all displays, chairs, tables, equipment, trashcans, etc. Crowd control devices such as ropes, stanchions, barricades shall not block aisles and exits. Curtains, dividers and partitions shall not be placed directly in front of any exit door. Maintain at least a ten (10) feet clear space in front of all exit doors and in all aisles.

2. Exit ways, exit doors, and exit signs shall remain unobstructed at all times. Exit signs shall be in full view and not obstructed by decorations, partitions and the like.

3. Overcrowding is a serious offense and subject to CITATION. If you are unsure of the maximum occupant load for your event contact the Fire Department.

Portable Chairs/Seats (CFC Section 1028 Title 19, Division 1 3.06)

1. Individual rows of portable chairs/seats are limited to 14 chairs/seats per row and shall provide a 12” clear area between rows.

2. Where portable chairs/seats are used, 42” center aisles and 36” end aisles shall be provided and maintained.

3. Bonding of portable chairs/seats is required when more than 200 chairs/seats are used in a row configuration.

Fire Extinguishing Appliances (CFC Chapter 9)

1. Fire extinguishers and fire hose cabinets shall remain visible and accessible at all times. Decorations, exhibits and/or displays shall not obstruct or conceal any fire extinguisher or fire hose cabinet.

2. Exhibitors with an approved and permitted flame-producing device shall have a fully charged and serviced portable fire extinguisher within their specific exhibit area.

Decorations and Displays (CFC Chapter 8)

1. All cloth and paper decorative materials including drape used in booths shall be inherently flame retardant or treated with a flame retardant solution. The decorative materials shall meet Class A (0-25 Flame Spread Index), ASTM 84 and California State Fire Marshall approval. All decorative material shall bear the California State Fire Marshall seal and approval number.

FIRE DEPARTMENT
Electrical (CFC Chapter 6)

1. All electrical devices that are wired with a three-prong plug shall utilize the “U” ground receptacles.

2. All extension cords shall be heavy-duty three-wire type. Extension cords shall not be connected together (daisy-chained) or to a Multi-plug adaptor (plug strip) to provide electricity to a remote appliance. Extension cords shall not be used in a position that may create a tripping hazard or subject to mechanical damage.

3. Multi-plug adaptors (plug strips) may be used provided they are polarized or grounded and equipped with over current protection (fuse). The Multi-plug adaptor shall be listed in accordance with Underwriters’ Laboratory 1363 Standard and bear the UL marking.

4. A clear, unobstructed access shall be maintained in front of every electrical sub-panel. The unobstructed access shall be from the aisle to the operating face of the sub-panel.

5. All temporary wiring shall be installed in compliance with NFPA 70 California Electrical code. A separate building permit may be required.

Flammable Liquids and Compressed Gases (CFC Chapters 53 and 57)

1. Flammable liquids and gases are prohibited inside all buildings, tents and canopies.

2. All hose fittings and connections shall be leak tested with soapy water prior to use.

3. Pressurized gas cylinders shall be secured in an approved manner to prevent the cylinders from tipping over.

4. Changing of tanks while the Event is open to the public shall be prohibited.

Vehicle Display (CFC Chapter 3)

1. All unattended vehicles on display shall have the keys available at the show office so access to the vehicles can be made during inspection. Failure to provide the keys will result in the removal of the vehicle from the show.

2. All vehicle fueling shall occur outside of the building. Fuel-tank openings shall be locked and sealed to prevent the emission of fuel vapors. All vehicles shall have no more than 1/4 of the tank capacity or 5 gallons whichever is less.

3. All gasoline fueled vehicle batteries shall be disconnected while vehicle is on display within the building.

4. The locations of all vehicles, gasoline-powered equipment, generators, fuel storage, and refueling sites must be shown on the trade show floor plan and approved by the Fire Department in conjunction with the trade show permit. Such equipment shall be located a minimum of 20’ from tents or other structures. (CFC 3103.8.2)

Flame Producing Devices (CFC Chapter 3)

1. The use of heat, sparks or open flame producing devices including candles, shall be approved by the Fire Department prior to the start of the show. Chafing dishes are accepted if solid gel-type fuel is used for the heat. Exhibitors with such devices may be required to provide a portable fire extinguisher for their specific exhibit area.

2. Cooking is prohibited within the buildings, tents and canopies unless specifically permitted by the fire department.
Candles, Pyrotechnics, and Heat Producing Process (CFC Sections 105,308, Chapter 56 NFPA 58, Title 19 Division 1 Chapter 6)

1. Candles, open flame devices, and flame effects may be used for theatrical performances, and as decorative devices when specifically approved by the Fire Department. Vendors/Exhibitors shall comply with all Fire Code requirements for the use of open flame devices in places of assembly.

2. The possession, storage, handling, sale and /or use of pyrotechnic special effects devices is not allowed in exhibit halls unless specifically approved by the Fire Department. Vendor/Exhibitors shall comply with all requirements for the use of pyrotechnic devices.

Parking (CFC Chapter 5)

1. Parking is prohibited except in the designated parking lots. Any vehicle found parked in fire lanes, blocking building exits, fire department connections and fire hydrants will be cited and towed at the owner’s expense.

Tents (CFC Chapter 31/Title 19)

1. The use of tents is strictly regulated. For all other tents, or displays that may create a distinct fire hazard, a separate fire permit is required to be obtained prior to the use of any tent or canopy or display. Please contact the Fire Department for permit requirements and regulations.

2. Smoking is prohibited within all booths, tents, or canopies. (CFC 3104.6)
Fire Department Permit Application
Special Activities Questionnaire

Please fill out all required information. Failure to complete the questionnaire will result in the rejection of your application.

Event Name: ____________________________________________

Event Type: ____________________________________________

Date(s) of Event: ____________________ Hours of Operation: _____________

Number of people anticipated: ______________________

Entertainment: No ☐ Yes ☐ Type of Entertainment: _______________________

Is there use of open flames? No ☐ Yes ☐

Name of Promotion Company: ________________________________

Event Responsible Person: ________________________________

Telephone: (______)_________________________ Cell Phone (______)_________________________

Email Address: ___________________________ Fax Number: (______)________________________

Mailing Address of Responsible Person: ________________________________

City: ___________________________ State: ___________ Zip: _____________

On-site Contact Person during the Event: ___________ Cell phone: (______)________________________

Decorating Company: ___________________________ Contact Person: __________________

Cell phone: (______)_________________________ Office phone: (______)________________________

Mailing Address: ______________________________

Email Address: ___________________________ Fax Number: (______)________________________

I, the undersigned have read the Special Activities Questionnaire of Fire and Life Safety Requirements and do hereby declare under penalty of perjury, that all of the foregoing information is complete and accurate to the best of my knowledge. I understand the Fire Department may perform fire and life safety inspections to insure a safe event. Upon issuance of the permit I hereby agree to comply with all fire and life safety ordinances, rules or regulations as provided to me.

Event Promoter’s Signature: ___________________________ Date: ______________________

Print Name: ___________________________ Title: ___________________________

FIRE DEPARTMENT
Approved by:

Ray Iverson
Deputy Fire Chief