

FIRE CODE REQUIREMENTS FOR FESTIVAL/SPECIAL EVENTS:

2012 Virginia Statewide Fire Prevention Code: Enforced by Norfolk Fire Marshal's Office

17.1-45: Tents and membrane structures having an area in excess of 200 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit from the fire marshal.

3104.2: Tents shall be labeled and certified as flame resistant.

3103.8.2: Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles or internal combustion engines unless approved by the fire marshal before the event.

3103.9: All tents shall be anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire marshal on request.

3104.5: Combustible materials such as hay, straw, and shavings shall not be located in any tent and combustible trash removed daily.

3104.6: No smoking allowed in tents.

3104.7: Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent while in open to the public unless approved by the fire marshal. **The cooking appliance shall be on the outer edge of the tent preferably on the sides or rear of the tent away from the general public. When possible have cooking equipment away from the tent.**

3104.12: One portable fire extinguisher with a minimum of 4-A rating or two extinguishers with a 2-A rating is required. When cooking with grease or oil K rated fire extinguisher is required in the tent. All fire extinguishers shall be clear of obstructions and accessible for use. **All fire extinguishers shall be charged, have current inspection tag or sales receipt if new, out of the original box, free of defects or damage.**

3104.15.6: Gasoline, natural gas, charcoal, propane, or other cooking devices or any unapproved open flames shall not be permitted inside of the tent or within 20 feet of a tent being used for the general public. A separate tent or canopy over the cooking area is acceptable with the approval of the fire marshal.

3104.15.1/ 3104.16.1: All LP tubing, piping, hoses, valves, and appliances shall be rated for LP use in accordance with Chapter 38 and the International Fuel Gas Code, International Mechanical Code, and approved by the fire marshal.

3104.16.2.1: LP gas tanks (under 500 gallon water capacity) must be kept **10 Feet away** from any cooking appliance or ignition source with the relief valve directed away from the interior of the tent. (Over 500 gallon water capacity) must be kept **25 feet away** from any cooking appliance or ignition source with the relief valve directed away from the interior of the tent.

3104.16.3: All compressed gas cylinders shall be secured to prevent from falling or being knocked over, this includes the empty LP gas cylinders.

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3104.22: Combustible waste (trash) the floor surface inside the tent and grounds outside within 30 foot perimeter shall be kept free of combustible waste and other combustibles that could create a fire hazard. Such waste shall be stored in approved containers until removed from the premises at least once daily or as needed.

110.1: Precautions shall be taken to keep the general public away from all open flames, appliances and hot cooking surfaces. **If cooking is performed at the front of the tent a barrier shall be placed between cooking area and the public.**

17-1.44 (29): All trash, debris, cooking oil, waste water and combustibles **must be disposed of in an approved manner.** (No liquids may be disposed of in the storm water drains, water ways or on the ground) The waste water must be dumped daily into approved containers on site. It is the responsibility of the event staff and vendor to make sure the waste water container area stay clean, the containers do not overflow onto the ground or into the storm drains, water ways.

****ALL ACTS AND SHOWS WITH FIRE OR PYROTECHNICS NEED TO BE APPROVED BY THE FIRE MARSHAL'S OFFICE PRIOR TO ANY EVENT.**

ALL HOMEMADE COOKING DEVICES SHALL BE APPROVED BY THE FIRE MARSHAL'S OFFICE PRIOR TO ANY EVENT.

LP gas tanks shall be placed on a secure, flat surface.

Tent Flaps may not be down when appliances are lite and in use.

LP connections shall be tested for leaks prior to lighting burners and appliances.

Highly recommend using long matches or lighters when lighting appliances.

No cooking appliances shall be in the center of the tent.

Do not leave LP cooking appliances unattended while in use.

SHUT OFF all tanks and appliances when not in use.

Name of Business: _____

Print Name of Responsible party: _____ Signature: _____

By signing above you acknowledge receiving a copy of the Fire Code Requirements and understand if you do not comply with the above Code Requirements you may not be able to participate in the festival.

*If you have any questions please contact
The Norfolk Fire Marshal's Office
757 664-6604*