



**FARMERS
BRANCH**

**A GUIDE FOR SPECIAL AND/OR
TEMPORARY EVENTS,
APPLICATION PROCESS AND
PERMITTING**

**CITY OF FARMERS BRANCH FIRE DEPARTMENT
"CARING SERVICE...PROUD TRADITION"**

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March 31, 2014

Dear Event/Organizer,

The Farmers Branch Fire Department is responsible for administration and enforcement of the adopted fire code; The 2012 International Fire Code with Local Amendments and fire department policies enacted 03/03/2014. Provisions in these standards include operational requirements for all commercial properties, temporary structures and outdoor public events within the City.

The attached document is intended to provide organizers and promoters with a synopsis of the fire code requirements during the planning phase and to facilitate a relationship with the fire department prior to the event. Cooperative planning allows for flexibility and economy. Historically, it has been distracting and expensive for promoters to correct life safety issues identified by the fire department after an event is underway.

All required permits and/or approvals must be obtained prior to the date of the event. All permits shall be posted at the site or kept in an approved location on the premises. In order to ensure adequate time to review the event plan and to process and issue permits, the following information must be provided a minimum of ten (10) City of Farmers Branch business days prior to the initial date of event. Larger events may require additional review time prior to approval of plans.

Applications are submitted to the City of Farmers Branch Community Services Department located on the first floor of City Hall at 13000 William Dodson Pkwy, Farmers Branch, TX, 75234.

Fireworks, Pyrotechnics, Special Effects and Flame Art Performance permit applications are to be submitted to the City of Farmers Branch Fire Prevention Office at 13333 Hutton Dr, Farmers Branch, Tx, 75234.

To submit an application, complete and submit the Application along with supporting documents such as site plans, specification documents, flame certificates, proof of license, and other requirements outlined in the guide.

The guide should serve as an initial planning tool for compliance; it does not remove the responsibility of the organizer or promoter of the event to comply with all laws applicable to their facility and/or venue; including the fire code. Questions related to special event requirements can be directed to:

Scott Burke, Captain Fire Prevention
Farmers Branch Fire Department
972-919-2640
scott.burke@farmersbranchtx.gov

Thank you for your interest in conducting business in Farmers Branch. We look forward to developing a partnership to ensure success and public safety at your upcoming event.

Sincerely,

Tim Dedear

Deputy Chief / Fire Marshal

INTRODUCTION

This Guide is designed to assist in the planning, setup, and operation of special and/or temporary events. Modifications to existing structures will require building permits in accordance with other established procedures and regulations.

This Guide will provide information to assist the applicant in submitting plans and obtaining required permits and inspections for these events. The codes applicable to special events are:

2012 Edition of the International Fire Code, with local amendments

2012 Edition of the International Building Code, with local amendments

2012 Edition of the International Mechanical Code, with local amendments

2010 Edition of the National Electric Code, with local amendments

The City of Farmers Branch is committed to promoting and ensuring public safety while assisting all parties in providing a level of service that will ensure a safe and successful event. To avoid any last minute changes in your setup, we ask that you read and comply with the information in this handbook as it pertains to your event. This Guide is not intended to be all-inclusive, but to address the common issues concerning special events. It is the applicant's responsibility to either have the requisite knowledge or to contract with qualified persons to represent them in this process.

TEMPORARY EVENTS APPLICATION AND PERMITTING PROCESS

SUBMITTAL REQUIREMENTS

All required permits and/or approvals must be obtained prior to the date of the event. All permits shall be posted at the site or kept in an approved location on the premises. In order to ensure adequate time to review the event plan and to process and issue permits, the following information must be provided a minimum of 10 City of Farmers Branch business days prior to the initial date of the event. Larger events may require additional review time prior to approval of plans.

Applications are submitted to the City of Farmers Branch Community Services Department located on the first floor of City Hall at 13000 William Dodson Pkwy, Farmers Branch, TX, 75234.

Fireworks, Pyrotechnics, Special Effects and Flame Art Performance permit applications are to be submitted to the City of Farmers Branch Fire Prevention Office at 13333 Hutton Dr, Farmers Branch, Tx, 75234.

To submit an application, complete the Application and submit along with supporting documents such as site plans, specification documents, flame certificates, proof of license, and other requirements as requested.

Application:

1. Name of primary contact and contact information (email, office phone, cell phone, fax)
2. General description of event(s) included in application
3. Listing of separate vendors and contact information

SITE PLANS

- Site plans shall be submitted a minimum of ten (10) business days prior to the event for review and feedback from the Building Official and the Fire Department.
- An accurate scale or dimensioned site diagram showing locations of structures/events and distances from tents or temporary structures to permanent buildings, access drives, parking areas, other tents or other membrane structures, cooking and heating appliances and equipment, property lines and roadways.
- Location of all tents, booths, portable buildings and other temporary structures such as stages, platforms, bleachers, and lighting towers.
- Dimensioned open space for emergency egress and response.

- The site plan should always be drawn with the north side on the top of the page and geographic locations identified. All roads on north, south, east and west boundaries need to be identified.
- Fire hydrants, fire department connections, and all fire lanes must remain unobstructed. Indicate on the site plan to location of fire hydrants, fire department connections and fire department access around the site.
- Location and size of any electrical generators.
- Specific areas for parking of vehicles shall be detailed on the site plan.
- Provide all exit locations when outdoors events are fenced including the fencing dimensions and type.
- Provide the type, amount and storage container information for flammable or combustible liquids being used, if any.
- Provide the location and dimension of stages, non-food booths and cooking areas.
- Provide a detail or close-up of the food booth and cooking area configuration.
- Provide booth identification signs or numbers of all vendors cooking with flammable gases or BBQ grills.
- Include a statement that identifies the intended use of all structures.
- Provide a listing of all vendors, complete with contact information, and their proposed use.

When tents, membrane structures or other temporary buildings or structures are indicated on the site plan or when a single tent, membrane structure or other temporary building or structure is proposed, provide the following information on a floor plan for each tent or temporary building.

- Site plan including all of the information required in **SITE PLAN** above (for single tent, membrane structure or other temporary building or structure)
- Description of the proposed use(s) of the tent
- Proposed seating arrangements including aisle layouts and distances between rows of seating and/or tables and chairs
- Location and dimensions of tables
- Locations and types of all other interior obstacles
- Describe the type/material of the floor surface
- Exit locations; number and dimensions required
- Locations of all emergency exit pathways to be maintained
- Locations of NO SMOKING signs
- Locations and type of emergency lighting, including proposed power source(s)
- Locations and types of EXIT signs
- Location size and type of portable fire extinguishers
- Location, arrangement and type of heating, cooling, and electrical equipment
- Indicate posted **MAXIMUM OCCUPANT LOAD** when occupancy exceeds 50 or more.

SEPARATE PERMITS REQUIRED

- A tent over 400 square feet or canopy over 1200 square feet erected within the City. See *Tents, Canopies & Temporary Membrane Structure Requirements*.
- Fireworks or pyrotechnics displays, special effects shows that are conducted on site. See *Fireworks, Pyrotechnics, Special Effects Requirements*.
- Use of an open flame device during a public gathering.
- Any type of liquid or gas fueled vehicles or equipment on display.
- Any temporary modifications to fire alarm/fire sprinkler systems.
- Generators of 20 kilowatts or more.
- Building additions, modifications or alterations to existing structures.
- Health Permits.

INSPECTION REQUIREMENTS

A minimum, one fire inspector, one building inspector, and an environmental health inspector (if required) will be assigned for each event. An event site inspection is required prior to the event to ensure adequate time for mitigation measures for any fire code deficiencies, during and after set up. The inspectors shall verify compliance with respective department requirements and will advise the responsible event person of any corrections required. In addition to the event site inspection, pre-event production meetings, pre-event inspection meetings, event oversight and post-event critique/inspections may be required.

Once the permits are approved and issued, the applicant must pick up the Stamped Approved plans. A call will be placed to the applicant to pick up and pay for the permit(s). With permit(s) in hand, the event coordinator shall schedule an event inspection. The special event shall be set up as indicated on the approved plans. The assigned fire and building inspectors can approve MINOR revisions and note them on the plan during the setup process. When changes to the plan are necessary and require major revisions, a revised plan must be submitted. Additional fees may be charged when revisions require plan review. Always call the Fire Marshal's Office and Community Services before making any changes to an approved plan.

Any unacceptable issues found before or during the event can be cause for cessation of that activity or event until such time that the corrections can be made. Events without plans and visits will be subject to stop orders, fire watch mandates, fire inspector standby fees and or municipal citation for violation of fire code statutes.

FIRE INSPECTIONS

Please schedule fire inspections at least two (2) business days prior to the date of the event by calling the Fire Marshal's Office at 972-919-2640.

COMMUNITY SERVICES

Includes building, electrical, plumbing and/or mechanical, and environmental health inspections. Please schedule Community Services at least two (2) business days prior to the date of the event by calling 972-919-2549.

PLAN REVIEW

The submitted Site Plan and/or Temporary Buildings or Structures that are indicated on the Site Plan will be reviewed for compliance with the elements required to be included as set forth in Submittal Requirements. Elimination of any of those required items will require correction.

The Site Plan and/or Temporary Buildings or Structures that are indicated on the Site Plan will be reviewed by the Fire Department, Building Inspections and Environmental Health Department as applicable. Plans that are in “general conformance” will be “APPROVED” and may be redlined to indicate minor corrections.

The Site Plan and/or Temporary Buildings or Structures that are indicated on the Site Plan will be subject to field inspections by the Fire Department, Building Inspections and Environmental Health Department as applicable.

The City of Farmer’s Branch’s goal is to provide a review response to the application package in no more than 10 City of Farmers Branch business days.

TENTS AND OTHER MEMBRANE STRUCTURES

- A permit is required for tents or membrane structures with an area in excess of 400 square feet.
- For assembly type tents assigned an occupant load of 50 or more people, a detailed site plan is required. This plan should include details on exiting, seating, and any heating or electrical equipment.
- Tents and other membrane structures shall not be located within 20 feet of lot lines, buildings, or other tents, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent. The exception to this is that if the square footage of a group of tents does not exceed 15,000 square feet, they may be placed closer together as long as none of the tents are used for cooking.
- Tents and other membrane structures must be properly anchored and braced to withstand the weather and to protect against collapse.
- Before a permit is granted, a certificate of flame resistant treatment must be provided in accordance with NFPA 701. Structures shall have a permanently attached label bearing the identification of size and fabric or material type. This includes combustible decorative materials and/or sawdust, etc.
- Hay, straw, shavings or similar combustible material shall not be located within any tent or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be

prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time.

- 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 or membrane structures while open to the public unless approved by the fire code official.
- Trash shall be removed daily.
- Smoking is prohibited. “NO SMOKING” signs shall be conspicuously posted.
- No fireworks discharge within 100 feet.

PUBLIC SAFETY PLAN

In other than “Assembly” or “Education” occupancies (structures designed for large gatherings) the Fire Marshal shall require a Public Safety Plan to be developed and submitted to the Public Events Captain for review and approval. Plans shall be submitted a minimum of two (2) weeks prior to the event. This plan shall be submitted to the Special Events Captain and address the following:

- * Emergency Medical Services
- * Event duration and expected daily attendance
- * Capacity and exiting of assembly area(s)
- * Emergency vehicle access (fire lanes)
- * The directing of vehicles including parking
- * Fire Protection (fire extinguishers)
- * Vendor and food concession distribution

OCCUPANT LOAD

The number of persons for which the means of egress of a building or portion thereof is designed. Occupant loads for indoor or outdoor events including tents and canopies are determined by the Building Official after submittal of a detailed site plan to the Fire Department.

FLOOR PLAN

When tents, membrane structures or other temporary buildings or structures are indicated on the site plan; or, when a single tent, membrane structure or other temporary building or structure is proposed, provide the following information on a floor plan for each tent or temporary building:

- Description of the proposed use(s) of the tent.
- Proposed seating arrangements including aisle layouts and distances between rows of seating and/or tables and chairs.
- Location and dimensions of tables.
- Locations and types of all other interior obstacles.
- Describe the type/material of the floor surface.
- Exit locations; number and dimensions required.
- Locations of all emergency exit pathways to be maintained.
- Location of NO SMOKING signs.
- Locations and type of emergency lighting, including proposed power source(s).
- Locations and types of Exit signs.
- Location, size and type of portable fire extinguishers.
- Location, arrangement and type of heating, cooling, and electrical equipment.
- Indicate posted MAXIMUM OCCUPANT LOAD when occupancy exceeds 50 or more.

FIRE LANES

- Must be a minimum twenty four (24) feet wide.
- Where required, approved signs or notices shall be provided to identify Fire Lanes so as to prevent obstruction.
- Tents or other membrane structures must be located within 150 of a fire lane or street.
- Tents or other membrane structures must be located within 300 feet of a fire hydrant.
- Fire Lanes must not be blocked at any time, including the parking of vehicles. Twenty four (24) feet shall be maintained at all times.

GENERAL REQUIREMENTS

- Sponsor's responsibilities:
 - Supply each vendor with the information required for loading in and loading out of the special event.
 - Distribute to each vendor who is cooking, a copy of this Guide.
- Vendor's Responsibilities:
 - Vendors shall coordinate with the event coordinator prior to loading in and loading out of the event.
 - Vendors shall keep all fire lanes and aisles clear at all times.
 - Food vendors shall familiarize themselves with the requirements contained in this Guide.
 - Vendors shall comply with all fire safety requirements at all times during the event.
 - Vendors shall be ready for an inspection on the morning of the event or at any time of the day.
 - All vendors shall be 100 percent ready for final inspection a minimum of one hour before the event start time.
 - Failure to comply with all of these requirements will result in delays in opening the event until such time all corrections have been made.

STANDBY FIRE MARSHAL PERSONNEL

When it is deemed necessary for the safety of life and property from fire, explosion, panic, or other hazardous conditions, which may arise in the temporary use of a building, outdoor facilities, or related premises, one or more standby fire personnel may be required to be present before and during the activity to mitigate potential (risk) or uncorrected fire code deficiencies. The Fire Marshal or designee will determine the need for standby Fire Marshal Office Personnel and the number necessary for the event. There will be fees for the service of each required standby fire person. See fee schedule below.

- Fire Inspector (\$50 hourly, minimum 2 hours)
- Suppression Team – 3 personnel (\$50 hourly, minimum 2 hours)
Type I Engine (\$500 – Operational Permit)
- 2- Person EMS Team (\$50 hourly, minimum 2 hours)

EXHIBITS/TRADE SHOWS AND CONCERT REQUIREMENTS

GENERAL REQUIREMENTS

- All exhibit/trade shows and concerts shall be set up per the approved plans.
- Seating, table and display arrangements shall be identified on the plan and approved prior to set up.
- All exhibit construction and decorative material shall be flame retardant. Oilcloth, tarpaper, nylon, plastic cloth, and certain other materials that cannot be rendered flame retardant are prohibited. Vertical carpet is also prohibited unless it has a FLAME SPREAD RATING of 0-25. If documentation for the material is not available, then proof of satisfactory flame retardancy may include a field flame test based on NFPA 701. This is the responsibility of the customer.
- Plywood less ¼” in thickness shall be flame retardant treated lumber. The product shall not be painted, or similarly modified until the material has been inspected and the flame retardant mark/labeling verified.
- Exits and aisles shall be clear of all obstructions. This includes chairs, tables, product, trailer tongues, displays, etc.
- A minimum three foot clearance shall be provided around all fire extinguishers, fire hose cabinets, automatic external defibrillators, and fire alarm pull stations. These devices shall be clearly accessible and visible from the aisles.
- Combustible materials such as pamphlets and other paper products shall be limited to a one day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths.
- Combustible containers such as wood crates and empty cardboard boxes shall be stored outside of the event area or inside an approved storage location.
- Combustible storage is not allowed under trailers.
- Operational single station smoke alarms shall be provided in all enclosed exhibits 120 square feet and larger with roofs (e.g., recreational vehicles, mobile homes, trailers, etc.). Enclosed exhibits with roofs exceeding 400 square feet shall obtain prior approval and comply with additional automatic sprinkler requirements, emergency lighting and exit signs.
- Booths which require more than 50 feet travel distance to an exit aisle shall be provided with a minimum of two exits remote from each other.
- Any structure designed with a second level intended to be occupied shall submit structural plans stamped by a State of Texas licensed engineer prior to move in. These booths shall be reviewed and approved by the Farmers Branch Fire Department and Community Services Department prior to set up.

- Two story booths with only one means of egress from the upper level shall have a posted maximum occupant load of 10 persons on the second level.
- Exit signs shall be visible from all directions. If not, temporary exit signs shall be posted as approved by the Fire or Building Inspector.
- Aisles shall be a minimum of ten feet wide. A reduction to eight feet may be approved upon review for smaller events or based upon the type of event. This may also be increased based upon the show type and setup.
- Vehicles, freight, storage, cabling or other items shall not be stored or left in the path of roll-down or sliding doors. At no time shall the doors be obstructed from self-closing.
- Emergency alerting or fire alarm systems or devices shall not be obstructed, covered, or rendered inaccessible.
- Fire alarm systems shall not be modified without prior approval of the Fire Marshal.

VEHICLE DISPLAYS

- All fuel tank fill caps shall be closed and sealed to prevent the escape of flammable vapors and tampering.
- Both battery cables shall be removed from the main battery while the vehicle is on display in the building. Both loose battery cable ends shall be taped to cover all exposed metal.
- If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
- Fueling or removing fuel from the tank inside the tent or building is PROHIBITED.
- Fuel in tank shall not exceed one-quarter of the tank capacity or 5 U.S. gallons (18.9L), whichever is less.
- Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG), Nitrous Oxide (NOS), propane, natural gas and hydrogen fuel tanks shall be empty (zero Pressure) or inert and the emergency shut off valves shall be closed.
- RV's, campers, tractor-trailers, and other vehicles with more than 120 sq feet of ceiling shall have an operational single station smoke alarm.
- Vehicles shall not be moved during show hours. Exception: Vehicle auctions.
- Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.
- All vehicles shall be inspected to ensure compliance with the above requirements. For this reason, access to the vehicle and keys shall be available to the fire inspector at all times.
- If the vehicle's battery is inaccessible, a kill switch may be acceptable. The kill switch shall be in the off position and the handle removed.

- If the vehicle uses a magneto ignition system, the vehicle shall be grounded and bonded in an approved manner. Typically it is acceptable to disconnect and remove the spark plugs and tape so no metal is exposed.

COOKING AND WARMING DEVICES

- All cooking and warming shall be approved by the Fire Marshal or designee. All cooking and warming devices shall be listed by a recognized testing laboratory such as Underwriters Laboratories (UL) or Factory Mutual (FM).
- Cooking and warming devices shall be isolated from the public by either placing the devices a minimum of 48 inches from the public accessible area, or providing a 16 inch tall fire rated Plexiglas between the public and the devices.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.
- Cooking tents must be separated from other tents or other membrane structures by a minimum of 20 feet.
- Gas, solid, and liquid fuel burning cooking equipment located outside of a tent, canopy, or temporary membrane structure shall not be located within 20 feet of such structures in accordance with the International Fire Code, Chapter 31.
- Food warming and cooking demonstrations and similar operations that use solid flammables (Sterno), butane or other similar devices which do not pose an ignition hazard, requires review and approval. Warming devices and heated products may be accessible to the public. Safety precautions necessary to prevent burns shall be taken as necessary for each device.
- Butane burners are allowed provide that:
 - The cylinders and appliances shall be listed.
 - Appliances shall not have more than two 10oz (296-ml) non-refillable butane gas cylinders.
 - Each having a maximum capacity of 1.08 lb (.490 kg).
 - All cylinders shall be connected directly to the appliance, without a hose and shall not be manifold.
 - A maximum of 24 – 10oz butane containers can be stored inside in an approved manner.
 - Any additional replacement and empty cylinders shall be stored out outside the building.
- Individual cooking or warming devices shall not exceed 288 square inches of cooking surface.
- The table surface holding the cooking or warming devices shall be of non-combustible material.

- A minimum of two feet shall be provided between devices.
- Combustible materials (including booth drapes) shall be maintained a horizontal distance a minimum of four feet from any cooking and warming device.
- A wet chemical type “K” fire extinguisher shall be located within 30 feet of cooking devices using animal or vegetable oil. An ABC rated fire extinguisher and a metal lid for each device shall also be provided for all other cooking areas not utilizing oils. If an automatic extinguishing system is provided, portable fire extinguishers are still required. The fire extinguishers shall be within 30 feet of and not closer than 10 feet from the cooking or warming device.
- Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- Only the use of listed, self-contained Fryers equipped with automatic extinguishing systems may be used at cooking demonstration events. The use of tabletop fryers without self-contained automatic suppression system may not be used.
 - All cooking is subject to Environmental Health Department regulations and associated permitting.
- Heaters located inside or under a tent, canopy or temporary membrane structure shall be approved by the Fire Marshal.

TEMPORARY BLEACHERS, STAGES, PLATFORMS, LIGHTING TOWERS AND OTHER TEMPORARY STRUCTURES

Stages, platforms, and lighting towers shall be designed, constructed and erected in accordance with the International Building Code. Plans shall be submitted through Community Services (Building Department) a minimum of 10 City of Farmers Branch working days for review and approval. Assembly or erection of any structures prior to the issuance of a permit is strictly prohibited. The plan shall identify and provide dimensions for the length, width, height (elevations) along with structural calculations addressing the membrane structures, support ropes, guy wires etc. as required by the Building Department.

Stage and platform areas shall be measured to include the entire performance area and adjacent backstage and support areas not separated from the performance area by fire resistance rated construction. Stage and platform height shall be measured from the lowest point on the stage/platform floor to the highest point of the roof or floor deck above the stage/platform. Rigging shall be attached to existing steel trussing within 6 inches of the web connection to the bottom cord when so used and approved. Plans for bleachers, stages, elevated platforms, lighting towers, elevated rigging or similar temporary structures shall include structural plans and calculations stamped by an engineer registered in the State of Texas.

ELECTRICAL – EXHIBITS / TRADE SHOWS AND CONCERT REQUIREMENTS

No equipment shall be energized without prior approval from the Fire Marshal's Office and Building Inspections. All lighting shall be located a minimum of 12" away from fabric or combustible material. These distances may be increased depending on the type of fixture used.

All connections shall comply with the NEC, specifically Articles 250,400, and 525.

Any free standing metal structure/stage receiving any power from a generator or electrical service shall be bonded to the generator/service with a conductor sized per NEC 250-122.

All grounding connections shall be listed for the purpose and use.

All connections shall be installed per the manufacturer's installation instructions.

Any events, tents, amusement rides, stages, trailers, or other equipment and installations that are fed from multiple generators or services must maintain a minimum separation of 12 feet between the above equipment, or the sources of supply to the equipment shall be bonded together by a grounding conductor sized per NEC 250-122.

ELECTRICAL REQUIREMENTS FOR STAGES

Stage lighting shall be suitable for the purpose. Where used outdoors, the lighting shall be listed for a wet location. Stage/Set lighting, cords and appliances shall be in good working order with no visible frayed cords or loose connections.

Panel, distribution boards and equipment

- Shall be opened and inspected prior to energizing equipment.
- Shall be listed for the purpose.
- Shall NOT be modified. Panels shall not contain equipment that is not listed for use with the enclosure. The addition of receptacles, connectors or other equipment is strictly prohibited.
- Where utilized in wet or damp locations it shall be listed for a wet location.
- The neutral (grounded conductor) shall be isolated by installation on a neutral bar. The neutral bar shall have no connection to the equipment grounds or grounding electrode conductors except at the service equipment.

- Shall be in first class condition. Any equipment exhibiting the following shall not be permitted and will be required to be taken out of service immediately until repaired or replaced:
 - Missing dead fronts, circuit breaker blanks and/or knock out seals.
 - Damaged or missing parts.
 - Rusted enclosures.
 - Repairs made on equipment that did not utilize manufacturers' components.
 - Enclosures or equipment showing significant wear or improper operation.
 - Panels must have circuit breakers installed that are manufactured by the same company as the panel. Ex: A Square D panel shall only utilize Square D circuit breakers.
 - Any improper connection between the grounded conductor or equipment grounds.
 - All panels and distribution equipment shall be located so as not to be accessible to the general public.
- Any alternative means of protection are subject to PRIOR approval of the Building Official.

GENERATORS

- Shall be located a minimum 20 feet away from tent or like structure.
- Electrical permits and inspections are required for all generators that are rated 20KW or more.
- All installations shall comply with the applicable standards listed below, regardless of size. Generators smaller than 20KW (these are portable generators) will not require ground rods.
- All generators shall be fenced and secured so as not be accessible to the general public.
- A minimum of two- 8 foot ground rods shall be installed a minimum of 6 feet apart for generators rated 20KW or more. NOTE: Due to the potential to damage underground utilities, you will be required to contact 800-**DIG-TESS** (800-344-8377) two working days prior to the installation of any ground rod or begin any excavation.
- Generators or services feeding buildings shall be grounded to the distribution system with a conductor sized per NEC 250-122.
- Building or other structures served by more than one source of energy shall have those supply systems bonded together.
- A main bonding jumper shall be installed within the generators.

CABLES/CORDS

All cables shall be listed for “Extra Hard Usage” and shall be free from damage or defects. Listed cables / cords have this information written on the cord set. All damaged cords shall be immediately removed from the site or discarded. All cords shall have an equipment ground and grounding attachment plug. All cord connectors/caps shall have strain relief connectors or shall be molded into the cord. All cords and cable connectors (cord caps, receptacles, twist locks and pin connectors) shall be suitable for the purpose and designed for the intended use. The exterior sheath of the cable shall extend into the cord connector in all applications. All cables shall be installed so as to be free from abrasion and shall not be installed in locations subject to vehicular traffic or susceptible to damage.

Cords routed through parking lots or areas subjected to vehicular travel shall be protected by ramps that are suitable for the purpose. Pipe and drape systems shall be installed so as not to rest upon cords or cables. Display booths, tents or other such assemblies shall route all cords so as to be free from foot traffic. Cords shall not be run under carpets unless suitably protected. Cords shall not be installed through doorways or in locations where the cords may be pinched or damaged. All cables entering enclosures shall be firmly secured to the enclosure by means of listed clamps. All cable connectors shall be water proof or elevated above the surrounding grade a minimum of 6 inches where installed in wet or damp locations. Single conductor cable shall be limited to conductors that are #2 AWG or larger.

Any cable routed through or across aisles or areas subject to pedestrian traffic shall be effectively protected or ramped.

- All ramps shall have an ADA compliant crossing a minimum of 6 feet wide with a color that contrasts with the other portions of the cable ramp(s) and the floor / ground color.
- All ramps shall be free from damage or deleterious compounds such as grease or oil.
- Ramps shall have a minimum separation from adjacent cable ramps of 6 feet.
- Ramps shall be clearly marked, identified or colored so as to be readily and easily recognizable to limit potential tripping hazards.
- Excess lengths of cords shall be placed such that materials may not be stored upon or next to the cord. Lengths of bundled or coiled cords can cause high temperatures and create a fire hazard.
- Alternative means of protection are subject to approval by the Building Department.

Any 120 volt, 15, 20, and 30 amp receptacles served by cables shall be protected by GFCI except emergency egress lighting circuitry and comply with the following:

- The length of cord used to feed this equipment shall be kept as short as possible AND an assured equipment grounding program shall be in place as required by NEC 590.6(B) (2).
- Twist lock cord connectors shall be the only connection permitted for these cable connections.
- Grounding of this system shall be verified through as “Assured Equipment Grounding Conductor Program” as outlined in NEC 590.6(B) (2).

Other cables rated more than 30 amps or cables that supply loads that serve 120/240 or 240 volt loads shall be protected by an “Assured Equipment Grounding conductor Program” as outlined in NEC.6(B) (2) and comply with the following:

- All cable connections of this type shall be one of the following; Pin and sleeve, twist lock or cam lock. Receptacles or attachment plugs that will not “lock” shall not be permitted.
- Over current protection shall be provided shall be provided per NEC 240 and NEC 400 4/0 CU single cables coverer by NEC 400 shall have a maximum over current protective device (OCPD) of 300 amps, but shall not be loaded beyond 277 amps.
- 1/0 CU single cables covered by NEC 400 shall have a maximum OCPD of 200 amps but shall not be loaded beyond 181 amps. #6 CU cables covered by NEC 400 shall have a maximum OCPD of 70 amps.

ELECTRICAL REQUIREMENTS FOR TENTS / ENCLOSURES

Means of egress shall be illuminated with light having an intensity of not less than 1 foot candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power. Any circuitry for emergency egress lighting shall NOT be protected by GFCI.

The length of cord used to feed this equipment shall be kept as short as possible AND an assured equipment grounding program shall be in place as required by NEC 590.6(B) (2).

Emergency lighting shall be provided on the exterior of buildings, tents or canopies at each exit unless the ambient light level from other sources such as lighting standards or poles provides sufficient lighting acceptable to Building Inspections.

Twist lock cord connectors shall be the only connection permitted for these cable connections.

Exit signs will be required for any tent/enclosure that is not completely open on two sides.

Exit signs shall be illuminated by emergency lighting with integral battery packs or shall be fed from a completely separate supply source as that as the normal lighting. Any circuitry for emergency egress lighting shall NOT be protected by GFCI. The length of cord used to feed this equipment shall be kept as short as possible AND an assured equipment grounding program shall be in place as required by NEC 590.6(B) (2).

OPEN FLAME DEVICE

Open flame devices are prohibited. Welding or soldering is PROHIBITED. Exceptions include the following:

- Cooking or warming devices in compliance with the **Cooking and Warming Devices Section**.
- Items reviewed and approved by the Fire Marshal (i.e. candles, bead burning, fire jugglers/entertainment acts).
- Sterno may be used for warming trays with an operational, visible, and accessible 2A-10BC rated fire extinguisher.

HOUSEKEEPING

Every building or portion of a building shall be maintained in a neat, orderly manner, free from any condition, which would add to or contribute to the rapid spread of fire or obstruct egress. All trash containers shall be emptied regularly.

Weeds, combustible vegetation, hay, trash and other flammable material shall be removed from the interior floor and surrounding area occupied by a tent, canopy or membrane structure for a minimum of not less than 30 feet. The floor surface inside tents, canopies or temporary membrane structures and the grounds outside and within a 30- foot perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

FIRE EXTINGUISHERS

All fire extinguishers shall conform to the following:

- For all events, approved fire extinguishing equipment must be provided for all areas.
- For general fire protection a 2A-10BC size extinguisher is recommended and will be required for each vendor. All extinguishers must be visible and accessible, and located a maximum of 75 feet travel distance from all portions inside of the structures, tents or temporary membranes.
- Fire extinguishers must be inspected and tagged by a state-licensed inspector annually. Extinguishers without an inspection tag or with an expired tag will not be permitted.
- A class “K” rated portable extinguisher is required to be within thirty (30) feet of a cooking location where cooking involves animal or vegetable oil. This is in addition to the 2A-10BC general fire protection extinguisher.
- All extinguishers shall be mounted and secured so that the fire extinguisher will not fall over.

HAZARDOUS MATERIALS

Material Safety Data Sheets (MSDS) are required to be onsite for all approved hazardous materials brought into the facility. All hazardous materials shall be approved by the Farmers Branch Fire Department prior to being brought into the facility.

The following hazardous materials are prohibited:

- Flammable compressed gases such as acetylene.
- Flammable liquids, including but not limited to:
 - Gasoline
 - Kerosene
 - Cleaning solvents
 - Thinners
 - Other petroleum based liquids unless allowed in section **Liquid and Gas Fueled Vehicles**.
- Hazardous materials such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc.
- Explosive materials unless approved by the Fire Marshal. Including pyrotechnic material.
- Cryogenic (i.e. liquid nitrogen, liquid oxygen, etc.) unless approved by the Fire Marshal.

- Explosive Materials, however, small arms ammunition may be allowed under certain conditions.

PROPANE (LPG) POWERED EQUIPMENT & CYLINDERS

Propane (LPG) Powered Equipment & Cylinders shall comply with the following:

- The number of cylinders attached to a piece of equipment shall not exceed two.
- When the equipment is not in use, the cylinder shutoff valve shall be closed.
- Stored equipment with cylinders attached shall be separated from the public by a minimum of one-hour fire rated wall.
- Cylinders used on equipment shall have fully operational pressure relief valves. These valves shall be replaced by a new or unused valve within 12 years of date of the manufacture of the cylinder and every 10 years thereafter. The Farmers Branch Fire Department can inspect the cylinders at anytime and deny their use in the facility. Cylinders may be exchanged indoors provided one of the following is met to minimize the release of fuel. Using an approved quick closing coupling in the fuel line, OR Closing the shutoff valve at the cylinder and allowing the engine to run until the fuel in the line is exhausted.

FIRE WATCH

When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

A fire watch, meeting the Farmers Branch Fire Department standards, shall be in place during the following conditions:

- Any time fog, smoke, or haze is used and the fire alarm system is off line.
- Pyrotechnics, special effects, or fireworks.
- The fire alarm is in a modified mode.
- When the Farmers Branch Fire Marshal's Office determines the hazards associated with an operation or event warrants a fire watch.

TENTS, CANOPIES & TEMPORARY MEMBRANE STRUCTURE REQUIREMENTS

FLAME RETARDANT CERTIFICATES FOR TENT/CANOPY MATERIAL

Membrane structures, tents and canopies shall also have a permanently affixed label bearing the identification of size and fabric or material type. The required certificate shall include:

- Names and address of the owners of the tent, canopy or air-supported structure.
- Date the fabric was last treated with flame-resistant solution
- Trade name or kind of chemical used in treatment.
- Name of the person or firm treating the material.
- Name of testing agency and test standard by which the fabric was tested.

MEANS OF EGRESS FOR TENTS, CANOPIES & TEMPORARY MEMBRANE STRUCTURES

- The number and location of exits will be determined by review of the site plans.
- Maximum travel distance to an exit is 100 feet. Evenly spaced around the tent.
- Exit doors shall swing in the direction of exit travel.
- Exits shall be maintained with a clear width. Guy wires, ropes and other supports shall not cross a means of egress at a height of less than 8 feet.
- During event hours, exits may not be locked, fastened, or blocked in any manner.
- At outdoor events where patrons are assembled in a fenced, barricaded, or roped off area, emergency exits must be provided. The size and number of these exits (based on occupant load) will be approved by the Fire Marshal's Office after evaluation by the Building Official. Minimum of two exits shall be provided. Fences or barricades at these exit locations can remain in the closed position but must be constantly staffed. If in the closed position, they shall not be locked or fastened including zip-ties.
- Aisles – 44 inch minimum width. The aisle width shall increase by 1 foot for each 50 people served. Aisles shall be illuminated with not less than 1 foot-candle at the floor level.

- Exit openings from tents shall remain open unless covered by a flame retardant curtain or approved doors, as required by IFC Chapter 31, provided that:
 - Curtains shall contrast with the tent in color.
 - Curtains shall be free sliding on a metal support.
 - The support shall be a minimum of 80” above the floor level at the exit.
- Exit signs shall be provided when the occupant load exceeds 50. Must be internally or externally illuminated. For occupant loads over 300, emergency power is required.

Table 3103.12.2 International Fire Code

Minimum number of means of egress and means of egress widths from temporary membrane structures, tents and canopies.

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)
		Tent	Membrane Structure
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 (a)	7	120	96

- a. When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.

SEATING

BONDING OF CHAIRS. Loose seats, folding chairs or similar facilities that are not fixed to the floor shall be bonded together in groups of three or more when in excess of 200 seats. Bonding is not required when the seats are used at tables.

ARRANGEMENTS. Seats arranged in rows and aisles shall meet the spacing requirements of IFC Chapter 10. Call the Fire Marshal's Office for any questions.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

Flammable liquid-fuels shall not be used in a tent, canopy or temporary membrane structure. Flammable or combustible liquids shall not be stored in a tent, canopy or temporary membrane structure, or less than 50 feet from such structures. Refueling shall be performed in an approved location not less than 20 feet from tent, canopy or temporary membrane structures.

LP-GAS GUIDELINES

- Containers shall be located outside of tent, canopy and safety release valves shall be directed away from any tent.
- Containers of 500 gallons or less shall be located at least 10 feet from the tent or structure; more than 500 gallons – 25 feet.
- Portable LP-gas containers which are located outside and are fueling equipment inside a tent must be secured and protected from tampering and/or damage to the container. This is best accomplished by providing a fenced area directly behind the cooking tent.
- Portable LP-gas containers shall be secured in place to prevent overturning; structural members of tents and canopies shall not be utilized.
- Plumbing and hoses shall be listed, labeled and of the appropriate type and tested.

PORTABLE EXTERIOR COOKING IN TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURE REQUIREMENTS

CONSTRUCTION, LOCATION & FLOOR PLAN

- All structures shall be located a minimum of 20 feet from any permanent or temporary structure. (Note: If condition warrants it, the distance may be reduced when approved by the Fire Marshal and the following requirements are met: <10,000 square feet aggregate; Meets IBC requirements Means of Egress requirements; Access Roads are provided
- Cooking structures must be separated from non-cooking structures by 20 feet. NOTE: Support ropes and guy wires are considered as part of the tent, canopy or membrane structure.
- All fabric and liable canopy covers, side/backdrops and decorative material must be fire resistive and labeled as such. In addition, flame retardant certificates for tent/canopy material shall be submitted with the plan and available on site. Membrane structures, tents and canopies shall also have a permanently affixed label bearing the identification of size and fabric or material type.
- Exit openings shall be a minimum of three feet wide and six feet, eight inches in height.
- Vehicles shall not be parked closer than 20 feet away from the tent/canopy.
- Floor plan shall indicate details of the means of egress, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

COOKING EQUIPMENT

- Cooking & heating equipment shall be at least 10 feet from exits.
- All cooking equipment shall be of an approved type.
- Coleman-type stoves shall conform to the following requirements:
 - No gasoline or kerosene may be used.
 - No fueling of a stove may be done in a tent/canopy.
 - There may be no storage of fuel in the tent/ canopy.
 - A minimum of 5 feet of clearance must be maintained between the public and all cooking devices.

- LPG tanks used for cooking in a tent, canopy or temporary membrane structure shall be a minimum of 10 feet outside the tent/canopy.
- All tanks shall have a shut-off valve.
- Hoses shall be of an approved type for use with the equipment.
- All tanks must be protected from damage and secured in the upright position.
- Tanks in excess of 5 gallon capacity must have pressure regulators.
- There shall be no storage of butane or propane in the tent/canopy.
- All tanks must be turned off when not in use.
- Prior to use, all connections must be tested (may be done with a soap and water solution).
- A minimum of 18 inches shall be provided between the tent/canopy backdrop material and cooking appliance. (Note: Clearance may be reduced as approved by the Fire Marshal).
- Charcoal Barbeque Cooking shall conform to the following requirements:
 - Charcoal barbeque cooking is prohibited inside of tent/canopy.
 - Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of 10 feet from any tent/canopy or any permanent structure. Only commercially sold charcoal lighter fluid or electric starter may be used (no gasoline, kerosene, etc).
 - Storage of starter fuel in tents/canopies is not permitted.
 - Coals shall be disposed of only in metal containers that have been designated for such use and are approved by the Fire marshal. Dumping of coals in trash containers is prohibited.
- Deep Fat Frying/Flambé Cooking shall conform to the following requirements:
 - Deep fat frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall conform to tent/canopy construction requirements as previously outlined.
 - A minimum of 16 inches shall be provided between deep fat frying appliances/woks and open flame stoves. An alternative to the 16 inch separation requirement would be to provide a 16 inch high, full width splash guard.
- The event sponsor shall supply each vendor with any information required for loading in and loading out of the special event.
- Each cooking tent/canopy shall be provided with a minimum 2A10BC all purpose-type portable fire extinguisher. Deep fat frying or flambé cooking operations also require a Class “K rated extinguisher. Extinguishers need to be within 30 feet of the cooking area and not closer than 10 feet from the

appliance(s) it is protecting. Fire extinguishers shall conform to the following:

- All extinguishers shall be mounted and secured so that it will not fall over.
- All extinguishers shall be mounted and secured so that it will remain in the same location throughout the event. A C-clamp can be used to clamp the mounting bracket onto a pole, table leg or other stable object.
- All extinguishers must have been serviced within the last year and have a service tag attached. (Note: If the fire extinguisher is new, a copy of the receipt shall be attached to the cylinder body of the extinguisher.)

FIREWORKS, PYROTECHNICS, SPECIAL EFFECTS, AND FLAME ART REQUIREMENTS

The individual possession, manufacture, storage, sale, handling and use of fireworks are prohibited within the City of Farmers Branch except for locally permitted and approved displays performed by state-licensed pyrotechnic firms.

Firework Permit Applications for professional displays should be directed to the Fire Marshal's Office at 972-919-2640.

OUTDOOR SITE PLAN REQUIREMENTS

Diagrams should be drawn to scale and shall contain the information described in this section.

- Display site shall identify ground factors, public right of ways, significant buildings or structures, overhead obstructions, parking areas and spectator viewing areas.
- The manner and location of storage of all pyrotechnic devices, materials prior to, during and after the display.
- Fallout area, including dimensions.
- The site plan should always be drawn with the north side on the top of the page and geographic locations identified.
- All roads on north, south, east and west boundaries need to be identified.
- Fire hydrants, fire department connections need to be identified.
- Location of emergency vehicle staging area and access routes. All fire lanes must remain unobstructed. Your event must have a 24' Fire Lane throughout the event site for emergency access. Location and width of all weather fire access roads shall be identified on the plan.
- Likely wind direction.
- Traffic plans indicating flow of vehicles in and out of site before and after the display.
- The name and license number of the pyrotechnic (fireworks) manufacturer or wholesaler who supplied all items in the fireworks exhibition.
- Provide evidence of financial responsibility to include proof that satisfactory liability insurance is carried for all employees of the applicant and the City of Farmers Branch.

OUTDOOR DISCHARGE DETAILS

- All fireworks materials and devices shall be transported to the fireworks discharge site in accordance with Title 49, Code of Federal Regulations.
- Diagrams shall be prepared and submitted to illustrate the general arrangement and size of mortars and the location of shell storage at the discharge site.
- These diagrams shall include the location of the electrical fire unit.
- The sponsor of the display shall make provisions for adequate fire protection and emergency medical services for the display.
- The sponsor shall consult with the fire department and the exhibitor/operator to determine the level of fire protection and emergency medical services required.
- The sponsor shall provide monitors whose sole duty shall be the enforcement of crowd control located around the display area.
- Monitors/Security shall be positioned around the discharge site to prevent spectators or unauthorized persons from entering the site.
- Until the fire department has completed the post display inspections, the discharge site shall be restricted.
- During the period before the display where pyrotechnic materials and devices are present, unescorted public access to the site shall not be permitted.
- No smoking shall be allowed within 50 feet of any area where fireworks or other pyrotechnic materials are present.
- No person shall be allowed in the discharge area while under the influence of alcohol, narcotics, or controlled substances, medication (prescription or non prescription) that could adversely affect mobility, stability, or impair judgment.
- Prior to placement, mortars shall be inspected carefully for defects. Defective mortars shall not be used.
- Mortars shall be positioned so that the shells are propelled away from the spectators and over the fallout area. Under no circumstances shall mortars be angled toward the spectator viewing area.
- Mortars shall be buried at a depth of at least $\frac{2}{3}$ to $\frac{3}{4}$ of their length, either in the ground or in above ground troughs or drums.
- Securely positioned mortar shells shall be permitted for the firing of single break shells not exceeding 5 inches in diameter.
- Mortars shall be of sufficient strength and durability to fire the aerial shells safely.
- Mortars shall be of sufficient length to cause aerial shells to be propelled to safe heights.

- Two or more portable fire extinguishers of the proper classification and size as approved by the fire department shall be readily accessible while the pyrotechnics are being loaded, prepared for firing, or fired. In all cases, at least two pressurized water or pump extinguishers shall be available.
- Following the display, the firing crew shall conduct an inspection of the fallout area for the purpose of locating any unexploded aerial shells or live components. This inspection shall be conducted before any public access to the site is permitted.
- The proper handling and disposal of any unfired shells shall be provided by the operator/exhibitor. The Fire Marshal shall approve the method of disposal.
- When in the opinion of the Fire marshal, wherever any hazardous condition exists, the fireworks display shall be postponed until the condition is corrected. Should high winds, precipitation, or other adverse weather conditions prevail such that a significant hazard exists, the fireworks display shall be postponed until weather conditions improve to a reasonable level.
- It is the responsibility of the license exhibitor/operator to ensure compliance with the provisions under which the fireworks permit was granted.

Any performance adding pyrotechnic special effect devices different from the display as described and diagrammed in the application for the permit plan shall require approval by the Fire Marshal prior to the performance/display.

INDOOR REQUIREMENTS (FIREWORKS, PYROTECHNICS, SPECIAL EFFECTS, FLAME ART, AND LASERS)

Diagrams shall be drawn to scale and shall contain the information described in this section.

- Display site shall identify indoor factors, stages, platforms, significant buildings or structures, overhead obstructions and spectator viewing areas.
- The manner and location of storage of all flame art and pyrotechnic devices, materials, prior to, during, and after the display.
- The site plan should always be drawn with the north side on the top of the page and geographic locations identified.
- All interior exits on north, south, east and west boundaries need to be identified.
- Identify the building name, address and location of the display within the facility.

- A diagram of the location within the facilities where the production is to be held.
- Provide the number, sizes, and types of pyrotechnic devices and materials to be discharged.
- The location of on-site assembly of the pyrotechnic and flame art devices, Pre-approval by the Fire Marshal shall be required.
- Provide the Material Safety Data Sheets (MSDS), for the pyrotechnic devices and materials being used.
- Certifications that the set, scenery and rigging materials are inherently flame retardant or have been treated to achieve flame retardancy.
- The name and license number of the pyrotechnic (fireworks) manufacturer or wholesaler who supplied all items in the fireworks exhibition.
- Provide evidence of financial responsibility to include proof that satisfactory liability insurance is carried for all employees of the applicant and The City of Farmers Branch.

INDOOR DISCHARGE DETAILS

- Monitors /Security shall be positioned around the discharge site to prevent spectators or unauthorized persons from entering the discharge site.
- Each pyrotechnic device fired during a performance shall be separated from the audience by at least 25 feet but no less than twice the fallout radius of the device.
- Mortars and flash pots shall be constructed to not fragment when the pyrotechnic material is fired and their shapes are distorted after use. Distorted mortars and flash pots shall not be used.
- All pyrotechnic devices shall be mounted in a secure manner to maintain their proper positions and orientations so when they are fired, the pyrotechnic effects are produced as described in the plan submitted by the permittee.
- Pyrotechnic devices shall be mounted so that no fallout from the devices endangers human lives, results in personal injury, or property damage.
- All holders shall be constructed and secured to remain in an affixed position when the pyrotechnic device is fired.
- Binary systems shall be mixed and used in accordance with the manufacturer's instructions.
- Where a pyrotechnic special effect is placed on or in contact with a performer's body, a means of shielding or containment adequate to prevent any injury to the performer shall be provided. This protection shall be sufficient to protect against the normal functioning of the pyrotechnic special effect as well as any possible malfunction.

- Because of the potential hazard, concussion mortars shall be placed in a secure location preventing the audience and support personnel from gaining access.
- Before firing the pyrotechnic special effects device, the operator or designated security staff shall prevent unauthorized entry into the area.
- Pyrotechnics devices shall be fired only when the effect area is clear view of the operator/exhibitor or an assistant is in direct communication with the operator.
- Before the Fire Marshal approves the permit, a walk-through with a representative and a demonstration of the pyrotechnics used in the performance shall be done.
- Where the performance necessitates the bypassing of any fire alarm devices, the permittee shall arrange for a fire watch to be available during performance and rehearsals.
- All devices shall be reactivated as soon as the likelihood of false alarms has passed.
- Two or more portable fire extinguishers of the proper classification and size as approved by the fire department shall be readily accessible while the pyrotechnics are being loaded, prepared for firing, or fired. In all cases, at least two pressurized water or pump extinguishers shall be available.
- During the period before the display where pyrotechnic materials and devices are present, unescorted public access to the site shall not be permitted.
- No smoking shall be allowed within 50 feet of any area where fireworks or other pyrotechnics are present.
- No person shall be allowed in the discharge area while under the influence of alcohol, narcotics, or controlled substances, medication (prescription or non prescription) that could adversely affect mobility, stability, or impair judgment.
- When in the opinion of the Fire Marshal, wherever any hazardous condition exists, the fireworks display shall be postponed until the condition is corrected.
- It is the responsibility of the license exhibitor/operator to ensure compliance with the provisions under which the fireworks permit was granted.

Any performance adding pyrotechnic special effect devices different from the display as described and diagrammed in the application for the permit plan shall require approval by the Fire Marshal prior to the performance/display.

EVENT PROCEDURES (FIREWORKS, PYROTECHNICS, AND SPECIAL EFFECTS)

- A description of the public display event shall be prepared by the sponsor and submitted for review and approval.
- Event descriptions shall include the time and schedule of events, attendance, estimates, and procedures for the following:
 - Communications
 - Weather monitoring
 - Site security
 - Crowd control
 - Emergency medical services and fire fighting notification

FIRING PROCEDURES

Operating procedures should be prepared and submitted for review and approval and contain the following information:

- Identification of operator
- Copies of applicable display personnel licenses permits
- Description of the firing method being used

TERMINATION PROCEDURES

A description of the procedures to be taken upon completion of the display shall be prepared and submitted and shall contain the following information:

- Procedures for inspecting the discharge site and fallout area for any defective or unexploded fireworks, pyrotechnics, or special effects.
- Procedures for disposing of defective and used fireworks, pyrotechnics, or special effects.

EMERGENCY PROCEDURES

Emergency instructions shall be prepared and submitted for approval. These procedures shall include the following:

- Description of the means of alerting staff of emergencies.

- Identification of the signal and means to notify the display operator, sponsor or both to terminate the loading or firing of fireworks, pyrotechnics, or special effects in the event a hazard arises during the display.
- Identification means of notifying the scene security.
- Emergency reporting instructions describing the information that should be provided to emergency responders.
- Effective notification of spectators on conditions affecting their safety. Public address announcements should be used to ensure an orderly spectator response. The following are situations that can be anticipated at an event of this type:
 - Fire
 - Medical emergency
 - Vehicle accident
 - Crowd disturbance
 - Adverse weather conditions

INSURANCE REQUIREMENTS

A bond or certificate of insurance in the amount of \$1,000,000 shall be included with the application. The City of Farmers Branch shall be named as an additional insured.

PERMISSION OF THE LAND OWNER OR PROPERTY MANAGER

The application must be signed by the owner or property manager of the property where the fireworks, pyrotechnics, or special effects display is to occur.

FLAME ART PERFORMANCES

A special event application is required to be submitted for performances, the application is available through the Fire Marshal's Office. A video, proof of insurance (one million dollars minimum liability) and list of performances that cover the last two years is required at the time of application. Also, a written fire safety plan for the act during and after each performance to include but not limited to:

- Type of fuel used during performance
- Material Safety Data Sheet for each fuel used
- Name, experience and training of the performer
- Experience and training of performance safety personnel

- Dates and times of each performance
- If outdoors wind limitations
- Supplemental fire protection features
- Emergency response procedures
- Means of egress

A 15 foot distance shall be maintained between the fire-involved item and ANY member of the audience, combustible decorations, and any combustible item within the immediate performance area. A minimum of 20 feet ceiling height is also required for indoor performances. A site plan of the performance area in relation to the audience will require measurements of performance area, audience location, audience separation barriers, safety equipment and any pertinent information requested.

A minimum of one 2A10BC classification fire extinguisher shall be required for each performance to combat any flammable liquid fires. The Fire marshal or his/her representative may require additional extinguishers, dependent upon the circumstances of the performance and occupancy. A minimum of one 2.5 gallon pressurized water extinguisher or minimum of one five gallon bucket of water shall be in the area of the performance.

Personal Safety

- One five gallon open topped bucket of water shall be provided for each fire performance area. The intended use is for cooling burns to performers or audience members. The Fire Marshal or his/her representative may require additional water buckets, dependent upon the circumstances of the performance and occupancy.
- One trained spotter shall be provided for each performer within each performance. The spotter shall be positioned between the active performer and the audience. Spotters should be aware of first aid measures for burns and be knowledgeable in the use of and have ready access to fire extinguishers and extinguishing agents.
- The spotter may be a performer who is not currently performing. Additional spotters may be required by the Fire Marshal or his/her representative for larger performances.

Common Fuels

- Denatured alcohol
- Lamp Oil (smokeless/odorless)
- Fire Water – brand fuel
- Kerosene – outdoor use

- Stove fuel
- Shell Sol T – brand fuel
- Allume Feu – brand gel fuel
- NOTE: Gasoline is prohibited as a show fuel and in the area of the performance. A maximum of one gallon of show fuel is allowed for the performance and must be kept sealed in the original container.
- The show fuel sealed in the original container shall be kept a minimum of 25' from the performance area.

Wicks

It is recommended that wick material consist of cotton wrapped in Kevlar (to prevent breakdown of the cotton as it burns). Synthetic materials shall be avoided.

Clothing

The clothing of performers should be of fire resistant materials such as natural fibers, Nomex and/or PBI.

Smoking

Smoking shall be prohibited within 50' of the performance area and the area of fuel storage.

Audience

The audience shall maintain a minimum of 15' from any flaming device. This measurement shall be from the flame protrusion and not the performer. It should be recognized that audiences, especially youthful ones, may not fully understand the dangers associated with fire performance art. Every effort should be made to emphasize the safety precautions and dangers of such activity. This may include a verbal warning prior to the performance.

Special Event Permit

A separate special event permit is required for this performance and the current City of Farmers Branch fees shall be applied.

ADDITIONAL FIRE SAFETY TIPS

- Know where the fire extinguishers are located and how to use them.
- Do not leave food cooking unattended.
- Don't wear loosed-fitting clothing when cooking.
- In case of an emergency, call 9-1-1.

PERMITS TYPICALLY REQUIRED

- Temporary membrane structures and tents
- Welding/Hot Work Operations
- Flammable and Combustible Liquids
- Pyrotechnics and Theatrics
- Outdoor Fireworks Displays

Permit application and information can be obtained by calling the Fire Marshal's Office at 972-919-2640.

COMMON VIOLATIONS FOUND

- Lack of permit.
- Propane fired heaters inside of tents.
- Lack of fire extinguishers inside of tents.
- Cooking in an assembly tent.
- Overcrowding – greater than occupant load on issued tent permit.
- Lack of exit signage.
- Lack of proper exits or obstruction of exits.

IMPORTANT PHONE & FAX NUMBERS

- Fire and Police Emergencies – 911
- Fire Marshal's Office Phone (972) 919-2640
- Fire Marshal's Fax (972) 919-2675
- Building Department/ Environmental Health Phone (972) 919-2649
- Building Department / Environmental Health Fax (972) 919 -2544
- Police Department – Non Emergency (972) 484-3620

The information contained in this document is a summary of applicable Fire Code provisions for the special events with the City of Farmers Branch. While it is the goal of the fire department to mitigate code deficiencies prior to the actual event, it is the Event Promoter's or Agent's responsibility to inform the vendors and participants of this information so that this may be possible. Code violations that cannot be corrected may result in mandatory standby services, stop order and/or municipal citation by the Fire Marshal.

Please direct questions to:

Tim Dedear, Deputy Chief/Fire Marshal

Farmers Branch Fire Department

972-919-2640 (office)

tim.dedear@farmersbranch.info



**FARMERS
BRANCH**

I acknowledge receipt of the Farmers Branch Fire Department Special Events Packet:

Event Name and Date Range

Event Address

Event Representative (Print Name)

Event Representative's Signature

Date

FARMERS BRANCH FIRE DEPARTMENT – FIRE PREVENTION DIVISION

“CARING SERVICE...PROUD TRADITION”

13333 HUTTON DR.

FARMERS BRANCH, TEXAS 75234

(972) 919-2640 / FAX (972) 919-2675