



VANCOUVER FIRE DEPARTMENT FIRE MARSHAL'S OFFICE

521 SE Chkalov Boulevard

Vancouver, WA 98683

vanfmo@cityofvancouver.us

SUBJECT: FIRE CODE OPERATIONAL PERMIT
TEMPORARY TENTS & MEMBRANE STRUCTURES PERMIT / COOKING & HEATING – PERMIT REQUIRED CONDITIONS

NOTE: The conditions listed below are not inclusive and do not cover all fire code requirements. Be advised that the Vancouver Fire Marshal's Office may enforce additional requirements in accordance with governing fire & life safety codes upon inspection.

PERMIT APPLICATION AND APPROVAL:

1. The permit application shall be submitted at least 10 days prior to the scheduled event date / use.
2. The application and permit payment shall be submitted via <https://www.cityofvancouver.us/fire/page/fire-code-operational-permits>
3. A fire and life safety site inspection shall be required a minimum of 3 hours prior to opening of the event.
 - a. Contact the Fire Marshal's Office at (360) 487-7260 or email at vanfmo@cityofvancouver.us to schedule the inspection at least two weeks prior to the requested inspection date and time. This project has been reviewed in accordance with the 2015 International Fire Code as adopted and amended by the Vancouver Municipal Code, Section 16.04. The applicant will be required to comply with all applicable codes and ordinances even in the absence of plan review comments. This permit is not valid until an inspection has been completed and passed prior to the start of the event.

GENERAL ITEMS – BEFORE THE TENT CAN BE OCCUPIED:

1. An operational permit from the Vancouver Fire Marshal's Office is required for an outdoor tent/membrane structure that exceeds 400 square feet in area.
2. A tent/membrane structure shall be used for a period of not more than 180 days within a 12-month period on a single premise.
3. Fire lanes shall be maintained to a minimum unobstructed width of 20 feet. Posts, fences, vehicles, trash, vendor booths/displays, storage and other materials shall not be placed or kept near fire hydrants and fire department connections. A minimum of 3 feet of clearance shall be maintained around the circumference of all hydrants. Fire hydrants along streets shall not be fenced in.
4. Smoking shall not be permitted in tents. Approved "No Smoking" signs shall be conspicuously posted near tents.
5. Cooking tents shall be separated from non-cooking tents by not less than 20 feet.
6. Tents, canopies and food booths shall be made of flame-resistant material in accordance with NFPA 701 or shall be treated with an approved flame retardant. Proof of flame resistive or flame-retardant state shall be available for inspection on site.
 - o Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type. See example below:



- o For flame-retardant treated materials, the following information shall be provided during inspection (See attached handout):
 - The trade name and type of flame retardant utilized in treatment.
 - The name of the person and/or firm that applied the flame retardant.
 - The date that the materials were last treated in accordance with flame retardant manufacturers specifications.

TEMPORARY TENTS / MEMBRANE STRUCTURES PERMIT CONDITIONS:

1. All proposed tent/shade, coverings and accessories must comply with ADA requirements and not impede pedestrian access or egress or building exits.
2. Acknowledge requirement for 20-foot minimum fire apparatus access width along the streets. Barricades shall be readily and easily moved to allow emergency access at any time.
3. Tents, canopies, food booths or groups thereof, shall be made of flame-resistant material in accordance with NFPA 701. Tent fabric and any combustible decorative materials must meet the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701 or have a flame spread index not greater than 25 when tested in accordance with ASTM E84 or UL 723. Proof of flame resistive or flame-retardant state shall be available for inspection on site.
4. A separation of not less than 12 feet is required between tents with an aggregate area of 700 square feet.
5. Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.
6. Smoking shall not be permitted in tents and approved "No Smoking" signs shall be conspicuously posted near tents.
7. Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.
8. Cylinders containing flammable gas shall be placed outside of the stand and are not allowed in a temporary structure, at least 5 feet from cooking appliances. Safety release valves must be pointed away from the temporary structure.
9. Temporary tents, air-supported, air-inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a single premises.
10. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point.
11. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress where the exit serves an occupant load of 50 or more.
12. Portable fire extinguishers shall be provided accordingly: Maximum travel distance to any fire extinguisher shall be 75 feet, a minimum of 2A:10B:C rated fire extinguisher mounted so that the top is 3' to 5' above the floor, readily visible and accessible, and comply with 2015 International Fire Code Section 906. All fire extinguishers shall have a current inspection tag from a licensed fire extinguisher contractor.
13. Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by not less than 20 feet.
14. Tents with an occupant load of 50 or more are considered a place of assembly and require a place of assembly operational permit, a minimum of 2 exits, and shall require and onsite inspection/approval from the Fire Marshal's Office before use.

FOOD COOKING CONDITIONS:

1. Cooking appliances such as fryers and other portable appliances shall not be located within 10 feet of exits or combustible materials. The path of egress for exiting is not permitted through cooking areas.
2. Cooking equipment, tanks, piping, hoses, fittings, valves, tubing, and other related components shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code and shall be approved by the Fire Marshal's Office.
3. Cooking tents shall be separated from non-cooking tents by a distance of not less than 20 feet. All Cooking with deep fat fryers shall have a "Class K" portable fire extinguisher mounted within 30 feet of the fryers. All other cooking and food warming locations shall be equipped with a portable fire extinguisher rated at not less than 2A:10B:C. All fire extinguishers shall have a current inspection tag from a licensed fire extinguisher contractor. Barriers from public access shall be provided to prevent contact with cooking appliances.
4. Within the fenced border of the event, portable fire extinguishers shall be provided accordingly: Maximum travel distance to any fire extinguisher shall be 75 feet, a minimum of 2A:10B:C rated fire extinguisher mounted so that the top is 3' to 5' above the floor, readily visible and accessible, and comply with 2015 International Fire Code Section 906. All fire extinguishers shall have a current inspection tag from a licensed fire extinguisher contractor.
5. Tents, canopies, food booths or groups thereof, exceeding 700 square feet, shall be made of flame-resistant material in accordance with NFPA 701 or shall be treated with an approved flame retardant. Proof of flame resistive or flame-retardant state shall be available for inspection on site. Smoking shall not be permitted in tents and approved "No Smoking" signs shall be conspicuously posted near tents. A separation of not less than 12 feet is required between tents with an aggregate area of 700 square feet.
6. All gas/fuel supplies, connections and connected equipment shall be approved for that use. Gas/fuel lines shall be attached in a secure and approved manner and shall be protected against physical damage. All compressed & liquefied gas cylinders, including propane and CO2 cylinders used for beverage service shall be secured against falling and protected from physical damage. Cylinders containing flammable gas shall be placed outside of the stand and are not allowed in a temporary structure, at least 5 feet from cooking appliances. Safety release valves must be pointed away from the temporary structure.
7. Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.
8. A leak test shall be performed on all LPG connections prior to using the cooking appliance and after changing of each cylinder. Each vendor cooking with LPG shall provide and maintain a soap bottle or soapy solution on site to perform leak tests.

USE OF HEATING EQUIPMENT:

1. All heating devices shall be UL-listed, ETL-listed, and/or CSA-listed and approved for outdoor use.

2. Heater(s) shall be located and used in accordance with manufacturer's instructions.
3. The storage or use of portable outdoor gas-fired heating appliances is prohibited Inside of tents, canopies and membrane structures per the 2015 International Fire Code, Section 603.
4. Standalone heaters shall be appropriately anchored/ballasted for existing wind conditions. Many standalone patio heaters are only rated for winds of 10 mph or less. Purchasing a model with a weighted base is strongly encouraged. Manufacturer's instructions shall be strictly followed.
5. All heating devices shall be maintained with required separation distances from combustible materials at all times. Required separation distances shall be at least 3 feet in all directions or the separation distances specified in the heating device manufacturer's instructions, whichever is greater. This includes separation from combustible overhead coverings or materials. Combustible materials include (but are not limited to): wood, plastic, fiberglass, nylon, canvas, foliage, etc.
6. Propane (LPG) and Diesel-Fueled Heaters require a permit and Fuel Propane Tanks are not allowed inside tents. This means "mushroom" heaters are allowed 10 feet away from tents but are prohibited inside tents.
7. No propane, flammable or combustible liquids or gases are allowed in the tent. Portable space heaters of any type are not to be used, unless approved through the permit review process, and after an onsite inspection by the Fire Marshal's Office.
8. Propane bottles must be placed outside the tent, at least 10' from any approved exit, and secured to prevent being knocked over.
9. Heaters which blow air in under a tent from the outside are permitted and are commonly available from tent rental companies. The fuel tank must be a minimum 10 feet away from the tent and exits and a fire extinguisher with a rating of 2:A-20:BC is required.
10. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed.
11. A portable fire extinguisher with a minimum rating of 2A:10B:C shall be readily available and located within 75 feet of travel distance from the heating device(s). This requirement may be satisfied by the adjacent restaurant's portable fire extinguisher provided it remains accessible while outdoor heaters are in use.

ELECTRICITY:

1. All electrical equipment, wiring, connections, and devices shall be installed and operated in conformance with the electrical code and recognized good practice.
2. Extension cords shall be rated to handle the electrical current demand of the appliances they serve and shall not be used as substitute for permanent wiring.
3. Electrical wiring shall be protected against damage from foot and vehicle traffic in an approved manner. Protection methods shall prevent physical damage and shall allow electrical wiring to dissipate heat. The placement of rugs, tape and other similar items over electric cords are not approved for this use.
4. If permitted, portable generators shall be kept a minimum of 20 feet from tents and food booths and be located in an area not accessible to the public.

FLAME RETARDANT VERIFICATION STATEMENT

Fire Marshal's Office

DECORATIVE MATERIAL TYPE:

DATE OF LAST FLAME RETARDANT TREATMENT:

TRADE NAME AND TYPE OF SOLUTION UTILIZED IN TREATMENT:

METHOD OF APPLICATION:

NAME(S) OF PERSON(S) AND ORGANIZATION TREATING MATERIALS:

VENDOR NAME:

Signature of Responsible Party: _____ Date _____

This form must be retained on site and presented upon request.