



Indian River County Fire Rescue  
Fire Prevention Bureau  
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### **SPECIAL EVENT PERMIT HOLDER REQUIREMENTS**

General: A permit may be issued contingent upon the following requirements. **Please read carefully and initial or check each section and sign at the bottom.** The permit applicant shall be responsible for the following items mentioned herein:

- SITE:** A sketch or map of the site showing locations of all tents and vendors must be provided to the Bureau at time of application. A vendors checklist must be completed by each vendor and either submitted to the Bureau prior to the event or available to the inspector at the time of inspection.
  - TENTS:** All tents shall have a **Flame Retardant or Resistant Certificate (Tag or Paperwork)** on-site and/or submitted with the application. A minimum 10 ft. of clearance between rows of side-by-side tents shall be provided (walkway). Shade canopy's smaller than 10x10 without sides may be approved for use on a case by case basis. No smoking in any tent.
  - EMERGENCY EGRESS:** For every 100 ft. row of tents, an emergency exit walkway is required that is at least 5' wide.
  - COOKING TENTS:** Tents up to 20x20 are allowed to have cooking (**APPROVED APPLIANCES**) along the edges of the tent. LP gas tanks must be secured in place (max cap 20lbs.) Fire Extinguisher must be readily available. Any LP tanks larger than 20 lbs. shall be secured 10 ft. from tents with gas lines secured. All cooking vendors shall have a 10ft. separation from all other non-cooking tents and/or vendors. **NO DEEP FRYING UNDER TENTS!**
  - FIRE EXTINGUISHERS:** Every vendor is recommended to have at least one extinguisher. At least one currently certified and tagged, or within one year of manufacture date, extinguisher is required every 75' along event walkways. All vendors who are cooking and/or using generators are required to have at least one **5lb ABC currently certified and tagged, or within one year of manufacture date, (2A10BC) extinguisher**. All vendors who are deep fat frying are required to have at least one currently tagged **Class K extinguishers**.
  - SEATING:** Seating and chair arrangements shall be approved by the Bureau prior to the event and have a minimum of 3ft. wide walkways to all exits in the tent. Tents with an occupant load of over 49 are required to have at least 2 exits.
  - LARGE TENTS:** For tents 20x20 or larger, If enclosures (sides) are used, exits shall have exit signage. If the tent is used at night, exit signs shall have attached emergency lighting and be AC and DC powered. All tents 20x20 or larger must have NO SMOKING signs that are visible.
  - OPEN FLAMES:** All open flames, fireworks or fuel-fired lighting or devices are prohibited in any tent or similar enclosure unless prior approval from the Bureau is obtained.
  - STORAGE:** Use or handling of flammable liquids or gases shall be prohibited at the site unless specifically approved and inspected by this Bureau.
  - FLOOR/DECOR:** No hay, straw, shavings or similar materials shall be permitted to be used within any structure, tent or canopy. Exceptions: Pre-approved flame retardant treated materials or livestock bedding/fodder.
  - GENERATORS:** Generators shall be on level ground, secured, and safely arranged and isolated from the occupants/general public. Exhaust shall be directed away from combustible material(s), people and/or animals. Spare fuel shall be stored in an approved container at a safe distance from generator. **NO HOT FUELING!** Fire extinguisher required.
  - ELECTRIC:** wiring and lighting shall be free of damage. All electrical equipment shall be isolated from the occupants/general public in a safe manner. All electrical connections, switches and fuses shall be in secured in approved enclosures per the electric code NFPA 70.
  - COOKING:** All food cooking concession trucks, trailers and structures of rigid construction must have a currently tagged commercial ventilation, and extinguishment/suppression system if required per the FFPC and NFPA 96.
- Code References: Florida Fire Prevention Code (FFPC), NFPA 1, NFPA 96, NFPA 70, NFPA 101, & NFPA 102.*
- Any vendor(s) found not complying with the referenced Fire Prevention & Life Safety Codes may be issued a cease and desist order by the Fire Marshal which will remain in effect until compliance is made.**
- I have read, understood, and will comply with all listed Checklist items and Code requirements.**
- X \_\_\_\_\_