



West Florence Fire District

3379 Pine Needles Road, Florence, SC 29501-7911
PO Box 4572, Florence, SC 29502-4572
Telephone: (843) 665-8857 Fax: (843) 665-1112

POLICY MEMORANDUM FM-02-05

TITLE: Special Event Permit Requirements

DATED: 04/13/2014

REFERENCE: IFC 2012 105.6.4

PURPOSE: To establish guidelines for Special Events in the West Florence Fire Department District.

POLICY: Permits are required for special events including; Carnivals and Fairs, Exhibits and Trade Shows, Fireworks Displays and Outdoor Recreational Fires.

The following shall be the standard by which Special Events Requiring Permits will be applied by the Fire Marshall:

- 1) All permits must be acquired through the Fire Marshall's Office at 3379 Pine Needles Road, Florence, SC 29505.
- 2) Applications for Permits must be submitted in writing to the Fire Marshall for approval. Submission must include:
 - Date and Time of Event.
 - Length of Event in days and hours of operation.
 - Purpose of Event.
 - Site Plan including Vendor Location(s), Stage Location and Adjacent Buildings and Structures with clearly identifiable distances on the site plan.
 - Location and Identification of ANY Flammable or Combustible materials.

The following general requirements must be met at all times during the permit issuance dates:

- 1- The Fire Marshal from the West Florence Fire Department has the right to perform an Inspection prior to opening of any Special Event. An unsatisfactory inspection may disqualify vendor participation in the festival.
- 2- All Fire Department Access ways must be maintained at all times. Roadways leading into the location, and in the location, must be clear of any obstruction.
- 3- Hydrant locations must be protected from obstruction and a clearance of at least 10 feet in all directions must be maintained. Tow Enforcement of this requirement will be the responsibility of the Event Manager/Coordinator.
- 4- The Fire Marshall shall have free and unobstructed access to the site at any time for Fire and Life Safety Inspections during the event.
- 5- No Fireworks allowed without Special Permit for Fireworks Displays.

3) Events that will have Food Vendors must meet the following requirements based on 2012 International Fire Code:

All food vendors cooking onsite must have proper Fire Extinguishers.

- A minimum of 1-2A10BC Fire Extinguisher is required for grille or open flame cooking. (Section 906 of International Fire Code)
- ALL vendors with frying as part of the cooking process are required to have a "K" class extinguisher (Comparable to the automatic fire-extinguishing system agent and in accordance with Section 904.11.5 which requires a minimum of 1.5 gal capacity Fire Extinguisher for up to 80 pounds maximum cooking capacity).
- Each vendor must have the required extinguisher(s) on site, in a secured position and readily available as determined by the Fire Marshall.
- All Fire Extinguishers must have a current annual inspection and tagged by a South Carolina licensed service provider.
- Open Flame cooking devices shall not be operated within 10 feet of combustible construction. (Section 308.1.4)

4) The use of Portable LP Gas Containers must meet the following requirements from Table 6104.3 and Section 3204.16 of the 2012 International Fire Code:

- A minimum distance of 5ft from ANY building.
- A minimum distance of 5ft from ANY public walkway.
- A minimum distance of 5ft from ANY adjoining property of lot line.
- A minimum distance of 10ft from any tent or membrane structure.
- LP Gas Containers must be outside of any tent or membrane structure.
- Safety Valves shall be pointed away from the tent or membrane structure.
- Portable LP Gas Containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location.
- Portable LP Gas Containers shall be securely fastened in place to prevent unauthorized movement.

5) The use of Flammable and combustible liquids shall meet the following requirements from Section 3104.17 of the International Fire Code:

- Flammable liquid fueled equipment shall not be used in tents or membrane structures.
- Flammable liquids shall be stored outside in an approved manner not less than 50 feet from tents or membrane structures.
- Refueling shall be performed in an approved locations not less than 20 feet from tents or membrane structures.

6) The use of generators shall meet the following requirements from Section 3104.19 of the International Fire Code:

- Generators and other internal combustion power sources shall be separated from tents and membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.

7) The use of Tents or Membrane Structures shall meet the following requirements from Chapter 31 of the International Fire Code:

- Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Fire Marshall. Except those used exclusively for recreational camping or Tents that are open on all sides that meet the following:
 - Individual Tents having a maximum size of 700 square feet
 - The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet.
 - A minimum clearance of 12 feet to all structures and tents.
- Detailed site and floor plans for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The site and floor plan shall include means of egress facilities, seating capacity, seating arrangement and location of any heating or electrical equipment.
- All tents, canopies, or membrane structures shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
- Cooking tents shall be flame resistant, with a permanently affixed acceptance label that meets NFPA 702 requirements for flame propagation performance.
- Smoking shall not be permitted in tents, canopies, trailers, booths or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.
- 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 the above type that are larger than 700 sq. ft. or several such structures with an aggregate area of 700 sq. ft. or more.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.

If you have any questions or need clarification on any of the requirements that pertain to your event, please contact the Fire Marshall at 843-665-8857 or 843-495-3063.

NOTE: Fireworks Display Events require special comprehensive requirements. You may contact the Fire Marshall for the West Florence Fire Department's Policy for these requirements Policy Memorandum.