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## Information for Special Events Fire and Life Safety

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### Special Events subject to Fire Department Inspection

1. Events with anticipated crowds exceeding 500 persons
2. Temporary Tents or Membrane Structures larger than 400 Square Feet.
3. Fuel fired cooking when tents are present
4. Three or more Mobile Food Vehicles with fuel fired cooking equipment
5. Any Pyrotechnic, open flame, or “Cold Spark” displays. (Pyrotechnic and open flame permit application must be submitted at least 30 days prior to event. State law requires city council approval)

### Events With anticipated crowds exceeding 500 persons requirements

- Outdoor Assembly permit required for anticipated crowds of 1,000 persons or more
- Places of Assembly permit is required for any indoor event exceeding 49 persons
- All vehicles during the event must be disabled and not in use without City of Grand Rapids Fire Prevention pre-approval in writing. Vehicles displayed inside should be fuel limited.
- All seating arrangements need to comply with Ch. 10 of the International Fire Code.
- Public Safety Plan
- Weather Monitoring person
- Crowd Managers complaint with City of Grand Rapids requirements
- Class 2-A ABC Fire Extinguisher within 75 feet travel distance of combustible items in a conspicuous location and unobstructed.
- Solid fuel cooking (Grease, Deep Fryers) must have a 1.5 Gallon minimum, Class K extinguisher within 30 feet of every appliance, in a conspicuous location and unobstructed.
- Smoking shall be permitted only in designated areas. In areas where flammable or combustible materials are stored or handled a “No Smoking” Sign should be posted in a conspicuous location.
- Refuse shall be kept in designated containers and periodically picked up to prevent unsafe accumulation within the event site.
- Electrical equipment and wiring shall be listed and labeled for outdoor use.
- All compressed gas shall be secured and protected from falling or damage

**Temporary Tents or Membrane Structures shall comply with Ch. 31 of the IFC.**

- A permit is required for any tents exceeding 400 square feet  
Exceptions are tents that are open on all 4 sides that meet the following Criteria:
  - A. Individual Tent less than 700 square feet.
  - B. Multiple tents that are closer than 12 feet and do not exceed 700 square feet total.
  - C. Tents with a minimum clearance of 12 feet to all structures and other tents.
- Detailed Site and floor plan for an occupant load of 50 or more persons shall be provided with the application of the permit. The floor plan should indicate details of the means of egress, seating capacity, arrangement of seating and location and type of heating and electrical equipment.
- Tents used for cooking shall not be located within 20 feet of lot lines, other tents, parked vehicles, or internal combustion engines (I.E. Generators)
- Tents exceeding 400 square feet must have emergency exits consistent with the following
  - A. Capacity of 10 to 199 people at least 2 exits that are 72in wide.
  - B. Capacity of 200 to 499 people at least 3 exits that are 72in wide.
  - C. Capacity of 500 to 999 people at least 4 exits that are 96in wide.
  - D. Capacity of 1000 to 1999 people at least 5 exits that are 120in wide.
  - E. Capacity of 2000 to 2999 people at least 6 exits that are 120in wide.
  - F. Capacity over 3000 people at least 7 exits that are 120in wide each.
- Tents with a capacity of more than 50 require illuminated exit signs
- Generators shall be 10 feet or more away from the tent or other combustible materials and must be isolated from the public by a physical guard, fence, or enclosure.
- Each generator shall have an approved fire extinguisher readily accessible and within 50 feet.w

**Cooking operations at a special event**

- Electrical heating and cooking equipment shall comply with the National Electric Code
- Cooking appliances shall be 10 feet away from tents or temporary structures if the tent or structure is occupied by the public
- Cooking equipment using combustible oils or solids shall have a noncombustible lid immediately available large enough to cover the cooking well completely
- Cooking tents with side walls or drops shall be separated from other tents or structures by not less than 20 feet
- Warming of food by listed devices is not considered cooking
- Combustible waste within a 30-foot radius of the tent should not accumulate and should be removed at a regular interval. (Cardboard, food wrappings)
- Cardboard or similar combustible material shall not be used on the floor of a cooking tent.

- Liquid Propane or similar fuel shall be secured and protected from falling or damage and shall always remain right side up. For 20lb tanks a milk crate works, and for larger tanks they must be secured by a metal chain to an immovable object. An empty container will be considered the same as one that is completely full
- All Liquid Propane equipment shall comply with Ch. 61 of the International Fire Code
- Tanks must be 10 feet from the tent or structure, and 36in from a heat source
- Charcoal and wood cooking operations must have a metal ash container for their disposal following the event

**Mobile Food Vehicles**

- Mobile Food Vehicles require a City of Grand Rapids license to operate at any event.
- Will operate at least 10 feet from a building or tent
- Must be within 150 feet of fire access lanes when in operation

**Pyrotechnic, open flame, or “Cold Spark” displays**

- An Operation Permit and Fireworks Discharge permit is required for Pyro and “Cold Spark” displays. (Must be completed and filed with the Fire Department a minimum of 30 days before event)
- Need the following for approval
  - A. Licenses
  - B. Insurance Certificate
  - C. Site Plan
  - D. Product List- amount, type of device/material and location of product on site
  - E. Material Safety Data Sheets
- Schedule a demonstration inspection with the Fire Department

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