

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT F

## RENO FIRE DEPARTMENT INFORMATION

Welcome and thank you for choosing Reno for your special event. The Reno Fire Department is committed to promoting public safety and ensuring that your event is successful and safe. The purpose of these guidelines is to familiarize event promoters and vendors with fire and life safety requirements enforced by the Reno Fire Department.

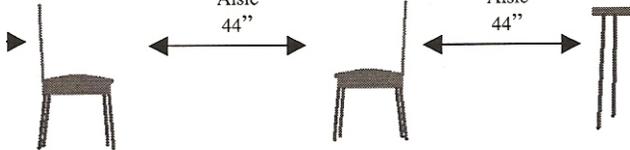
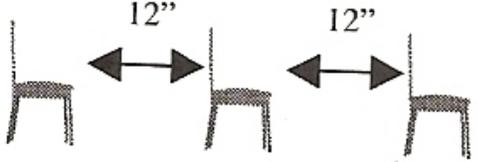
The following items are prohibited for use, sale, display, distribution, manufacture or possession in all special event locations (both indoor and outdoor) without permit and approval from the Reno Fire Department: pyrotechnics, ammunition, smoke or flame generating devices, fireworks, any exploding device or material, cigarette or cigar loads, smokeless or black powder, live military ordinance, tear gas or any other toxic gas producing device.

### Indoor Event Requirements

**Indoor events may only take place in Assembly type occupancies unless otherwise permitted by the Reno Fire Department.**

- Approved Maximum Occupant Load Signs must be posted in a conspicuous place.

### Exits and Aisle Widths

- Exit doors shall be identified by illuminated "exit signs".
- All exit doors must be maintained in operable condition and shall not have a lock or latch unless it is panic hardware.
- Exit doors and exit paths shall not be obstructed in any manner.
- Trade show and vendor exhibit aisles shall have not less than 8 foot cross aisles and 10 foot main aisles unless otherwise approved by the Reno Fire Department.
- For areas without fixed seats, the minimum clear aisle width shall be 36 inches where seats, tables, furnishings, or displays are placed on one side of the aisle only, and 44 inches when such furnishings or displays are placed on both sides of the aisle. Aisles shall not have a dead end greater than 20 feet in length.
- Unless otherwise approved by the Fire Department, seating rows shall not be greater than 7 seats when there is an aisle or doorway at one end of the row only. Seating rows can increase to a maximum of 14 seats if an aisle or doorway is located at both ends of the row. The minimum clear width between rows shall not be less than 12 inches.
- Chairs are to be bonded together when seating exceeds 200 and seats are not fixed to the floor.

**Fire Protection Equipment**

- 9.  Fire protection systems and equipment (sprinklers, standpipes, alarm systems, hood systems, extinguishers, hydrants, etc.) shall be operative at all times. Systems shall be current on required service and testing and must have an approved service label as certified by the office of the State Fire Marshal.
- 10.  Fire protection equipment such as sprinkler risers, alarm panels, and fire extinguishers shall not be obstructed in any manner.
- 11.  Approved fire extinguishers with a minimum rating of 2A10BC must be accessible within 75 feet of travel from any point in the building.

**Indoor Displays**

- 12.  Except for vehicles or combustion engines used for demonstration and/or operational purposes on a limited basis, fueled equipment shall not be operated or repaired inside structures. All indoor use must be reviewed and specifically approved through the fire department permitting process.
- 13.  Liquid or gas fueled vehicles, boats, or other motor craft for display are only allowed indoors when batteries are disconnected, fuel in fuel tank does not exceed one-quarter tank or 5 gallons (whichever is less), fuel tanks and fuel openings are closed and sealed to prevent tampering. Vehicles are prohibited from being fueled or defueled within the building.
- 14.  Open-flame decorative devices, cooking devices, or theatrical open flame performances are not allowed without first obtaining a separate permit from the Reno Fire Department.
- 15.  All Tents and Canopies used for indoor displays shall be composed of material meeting the flame propagation performance criteria of NFPA 701. A certificate shall be submitted to the Reno Fire Department and a copy retained on the premise where the temporary structure is set up. This affidavit or certificate shall attest to the following information:
  - a. Names and addresses of the owners of the tent or canopy.
  - b. Date the fabric was last treated with flame-retardant solution.
  - c. Trade name or kind of chemical used in treatment.
  - d. Name of person or firm treating the material.
  - e. Name of testing agency and test standard by which the fabric was tested.

----- or -----

- e-1. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

----- or -----

- e-2. 10 x 10 foot canopies meeting fire retardant CPAI-84 requirements, as listed in the manufacturer specifications.

16.  A 10 foot break shall be provided when canopies, cumulative arrangement total, exceeds 400 square feet (e.g. when four 10'X 10' canopies are assembled in a row a 10 foot break shall separate the next canopy).
17.  Temporary indoor displays of enclosed structures (e.g. recreational vehicles, modular structures, and tents) shall be approved by the Reno Fire Department prior to set up or construction. All enclosed structures shall contain an approved early warning device, such as an operable smoke detector. Combustible storage shall be limited.
18.  Structural engineered and stamped plans for exhibitors with temporary structures *other than tent and membrane structures* greater than 120 square feet, or more than one story, must be submitted through the Reno Fire Department for review by the Reno Building Department prior to set-up or construction. Plans will be reviewed within ten business days. Please submit plans in a timely manner to allow for corrections, if necessary. An additional structural plan review fee will be assessed by the Reno Building Department for this review.

### **Electrical**

19.  A working space of not less than 30 inches wide and 36 inches in depth shall be maintained around electrical panels.
20.  Multi-plug power taps can only be used if they are polarized or grounded type and equipped with UL listed over-current protection.
21.  Extension cords may only be used with portable appliances. The ampacity of the extension cord shall not be less than the rated capacity of the portable appliance.
22.  Power taps and extension cords shall be directly connected to a permanently installed receptacle (no daisy chaining), and shall not be affixed to structures; extend through walls, ceilings, floors, under doors, or be subject to environmental damage.

## Outdoor Event Requirements

### Tents and Canopy Set-up

A tent is defined as a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. A canopy is defined as a structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

**Tents having an area in excess of 200 square feet and canopies 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 Reno Fire Department.**

1.  Tents and canopies, used as an assembly occupancy, having an area in excess of 200 square feet of floor area, and any size canopy used for a cooking booth shall be composed of material meeting the flame propagation performance criteria of NFPA 701. A certificate shall be submitted to the Reno Fire Department and a copy retained on the premises where the temporary structure is set up. This affidavit or certificate shall attest to the following information:

- a. Names and address of the owners of the tent or canopy.
- b. Date the fabric was last treated with flame-retardant solution.
- c. Trade name or kind of chemical used in treatment.
- d. Name of person or firm treating the material.
- e. Name of testing agency and test standard by which the fabric was tested.

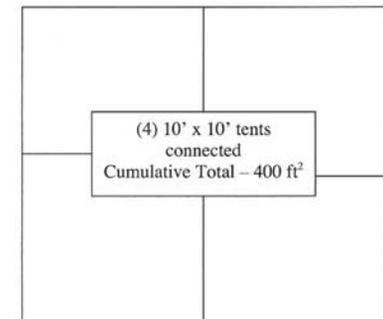
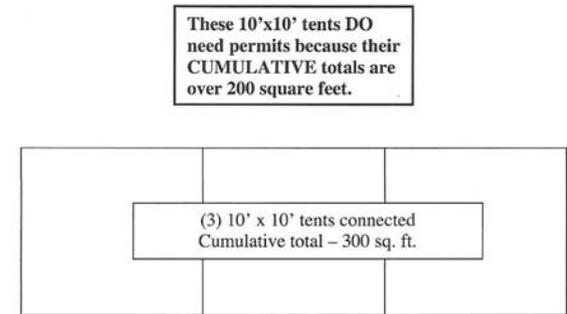
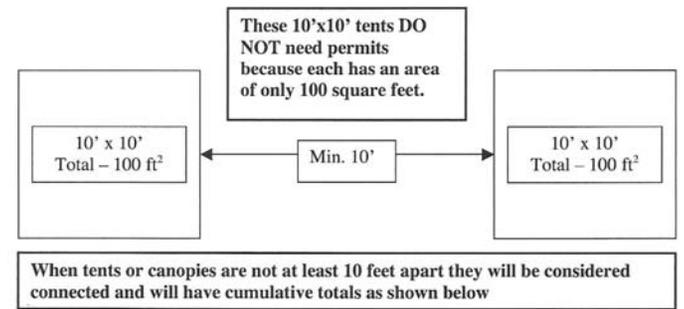
or

e-1. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

or

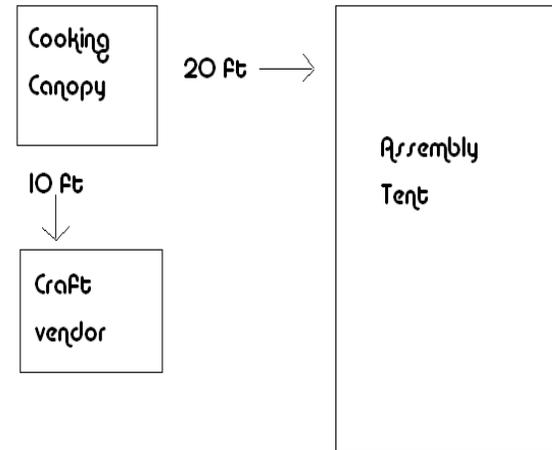
e-2. 10 x 10 foot canopies meeting fire retardant CPAI-84 requirements as listed in the manufacturer's specifications.

2.  Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure used as an assembly occupancy, except the materials necessary for the daily feeding and care of animals.
3.  Smoking shall not be permitted in tents or canopies used for assembly. "No Smoking" signs must be posted.
4.  Open Flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of a tent or canopy unless otherwise approved by the Reno Fire Department.



**Heating and Cooking Appliances/Cooking Booths**

- 5.  Cooking is allowed under flame retardant canopies that comply with section 1 above.
- 6.  Tents and canopies where cooking is performed shall be separated from other cooking booth canopies, vendor tents, and combustible construction by a minimum of 10 feet, and from assembly tents by a minimum of 20 feet.
- 7.  Gas-fired barbecues shall be placed a minimum of 10 feet from any combustible construction and a minimum of 20 feet from any building air intake, door, window, or opening.
- 8.  Any cooking shall be isolated from contact with the public by physical guards, fencing, or enclosure.
- 9.  All commercial cooking equipment located inside of a trailer or fully enclosed constructed booth made of permanent materials shall be provided with an approved UL listed automatic fire extinguishing system, bearing an approved service label as certified by the office of the State Fire Marshal.
- 10.  All cooking booths must have a minimum 5lb “2A:10B:C” rated fire extinguisher with a current State Fire Marshal’s service tag. A “K”-rated fire extinguisher shall be provided for all cooking applications utilizing grease or deep fat fryers.
- 11.  Compressed gas cylinders shall be stored in an upright position and secured to prevent accidental tip over. All compressed gas cylinders in use shall be equipped with individual regulators with approved hoses and appliances.



**Fire Access**

- 12.  A 20 foot fire lane shall be provided for all events for emergency access.
- 13.  Fire access lanes in the downtown core shall follow the guidelines set forth under the “Downtown Event Setup Guidelines and Diagrams” located at [www.reno.gov/index.aspx?page=731](http://www.reno.gov/index.aspx?page=731).
- 14.  No parking, display, or obstruction of any sort is permitted in front of Fire Hydrants, Fire Department Connections, or access doors to rooms containing fire protection equipment.
- 15.  Fuel powered generators shall be a minimum of 25 feet from any booth and shall be isolated from contact with the public by either physical guard, fence, or enclosure.