



A Tradition of Stewardship
A Commitment to Service

CAL FIRE

NAPA COUNTY FIRE DEPARTMENT

FIRE MARSHAL'S OFFICE

Special Event Guidelines

Temporary Structure/Tent Requirements

Version: June 2018

I. **SERVICE AREA**

CAL FIRE/Napa County Fire Department (NCFD) provides fire protection, emergency medical, rescue, and Fire Marshal services to the unincorporated areas of Napa County and the Town of Yountville.

II. **APPLICABLE CODES AND STANDARDS**

Title 24 California Fire Code with local amendments
(CFC) Title 14 Public Resources Code
Title 19 Health and Safety Code
California Fire Code Chapter 31

III. **PLAN SUBMITTAL**

Plans shall be submitted to the Napa County Fire Marshal's Office.
Plans are required to be submitted to Napa County Fire 30 days prior to the event.

Complete an online application for a permit at

<https://citizen.countyofnapa.org/citizenaccess/>

An online account needs to be created for first time users. Once the online account is created then plans can be submitted online in .pdf form.

1195 Third Street – Second Floor

Napa CA 94559

Items required for a complete plan set include:

1. An accurate scale or dimensioned site diagram indicating distances from any tents or temporary structures, location of planned event in proximity to permanent buildings, access drives, emergency access roads, parking areas, other tents or canopies, cooking and heating appliances and equipment, propane tanks, flammable liquids, pyrotechnic activities, stage locations, food or beverage service, and property lines, and roadways.
2. A statement which identifies the intended use of all structures and the dates for which the permit is required.
3. Flame retardant certificate(s) for tent/canopy material. (CCR Title 19, Chapter 2, Article 4.) The regulations of the State Fire Marshal for large and small tents, awnings and other fabric enclosures shall also apply.
4. Dimensions for all tents, canopies and membrane structures include scale.
5. Location of furnishings utilized in the tent (show location of tables/chairs/identify standing room only).
6. Identify proposed occupant load of each area.

7. Identify exits include widths and type of door.

IV. FIRE DEPARTMENT/FIRE ENGINE ACCESS

1. Fire apparatus access shall be provided as outlined in CFC 503. Access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of 13 feet, 6 inches.
2. Temporary membrane structures and tents shall not be located within 20 feet of buildings, lot lines, parked vehicles, internal combustion engines, or other temporary membrane structures or tents. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.
3. Vehicles necessary to the operation of the establishment shall be parked at least 20 feet from any tent. No other vehicle shall be parked less than 100 feet from any tent except vehicles parked on a public street shall park at least 20 feet from any tent.

V. OCCUPANT LOADS

1. The occupant load allowed in an Assembly structure shall be determined in accordance with Chapter 10 of the CFC.
2. Every room or space that is an Assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place near the main exit or exit access doorway from the room or space. CFC 1004.3
3. Refer to CFC Table 1004.1.2 for calculating occupancy.

Assembly without fixed seats	
Concentrated (chairs only)	7 net
Standing Space	5 net
Unconcentrated (tables/chairs)	15 net

VI. EGRESS

Table 3103.12.2

Minimum number of Means of Egress and Means of Egress Widths from Temporary Membrane Structures

OCCUPANT LOAD	Min number of means of Egress	Min. width of each Means of Egress (inches)-TENT	Min. width of each Means of Egress (inches)-Membrane Str.
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

Exit Illumination and Signage

1. Means of egress shall be illuminated with light having an intensity of not less than one foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
2. Exit signs shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress when the exit serves an occupant load of 50 or more.

VII. SMOKING/OPEN FLAME

1. Smoking shall not be permitted in any tent or temporary membrane structure or in any adjacent areas where hay, straw, or any other combustible materials are stored or used. Approved "NO SMOKING" signs shall be conspicuously posted.
2. Open flame or other devices emitting flame, fire, spark or heat or any flammable liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be used in, or located within 20 feet of the tent or membrane structure while open to the public unless approved by the fire code official.

VIII. COOKING AND HEATING EQUIPMENT

1. **Cooking tents:** Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by not less than **20 feet**.
2. **Outdoor cooking:** Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within **20 feet** (6096 mm) of a tent or membrane structure.
3. **Liquefied Petroleum Gas**
 1. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure.
 2. **Containers 500 gallons or less.** Portable LP-gas containers with a capacity of 500 gallons (1893 L) or less shall have a minimum separation between the container and structure not less than 10 feet.
 3. **Containers more than 500 gallons.** Portable LP-gas containers with a capacity of more than 500 gallons (1893 L) shall have a minimum separation between the container and structures not less than 25 feet.
 4. **Protection and security.** Portable LP-gas containers, piping, valves and fittings that 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.

GENERATORS

Separation of generators. 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.

COMBUSTIBLE WASTE MATERIAL

The floor surface inside tents or membrane structures and the grounds outside and within a **30-foot** (9144 mm) perimeter shall be kept free of combustible waste and other combustible materials that could create a fire

hazard. Such waste shall be stored in approved containers and removed from the premises not less than once a day during the period the structure is occupied by the public.

IX. FIRE EXTINGUISHERS

Portable fire extinguishers. Portable fire extinguishers shall be provided as required by California Code of Regulations, Title 19, Division 1, Chapter 2, Article 3, Section 319.

(a) One Class 2-A fire extinguisher shall be provided in every tent having a floor area between 500 square feet and 1,000 square feet plus one 2-A fire extinguisher in each auxiliary adjacent tent. One additional extinguisher shall be provided for each additional 2000 square feet or fraction thereof.

(b) At least one Class 10 B-C fire extinguisher shall be provided with each generator or transformer.

(c) At least one Class 10 B-C fire extinguisher shall be provided in kitchen, dining areas, and at locations where flammable or combustible liquids or flammable gases are used, stored, or dispensed.

X. INSPECTIONS

Provide a minimum of **72 hours** notification for inspections.

1. Contact Napa County Building Dept. at 707-253-4416
2. Contact Napa County Fire Marshal's Office at 707-299-1464.

FOOD Prep

Fryer/BBQ
20 ft AWAY

Propane
10 ft AWAY

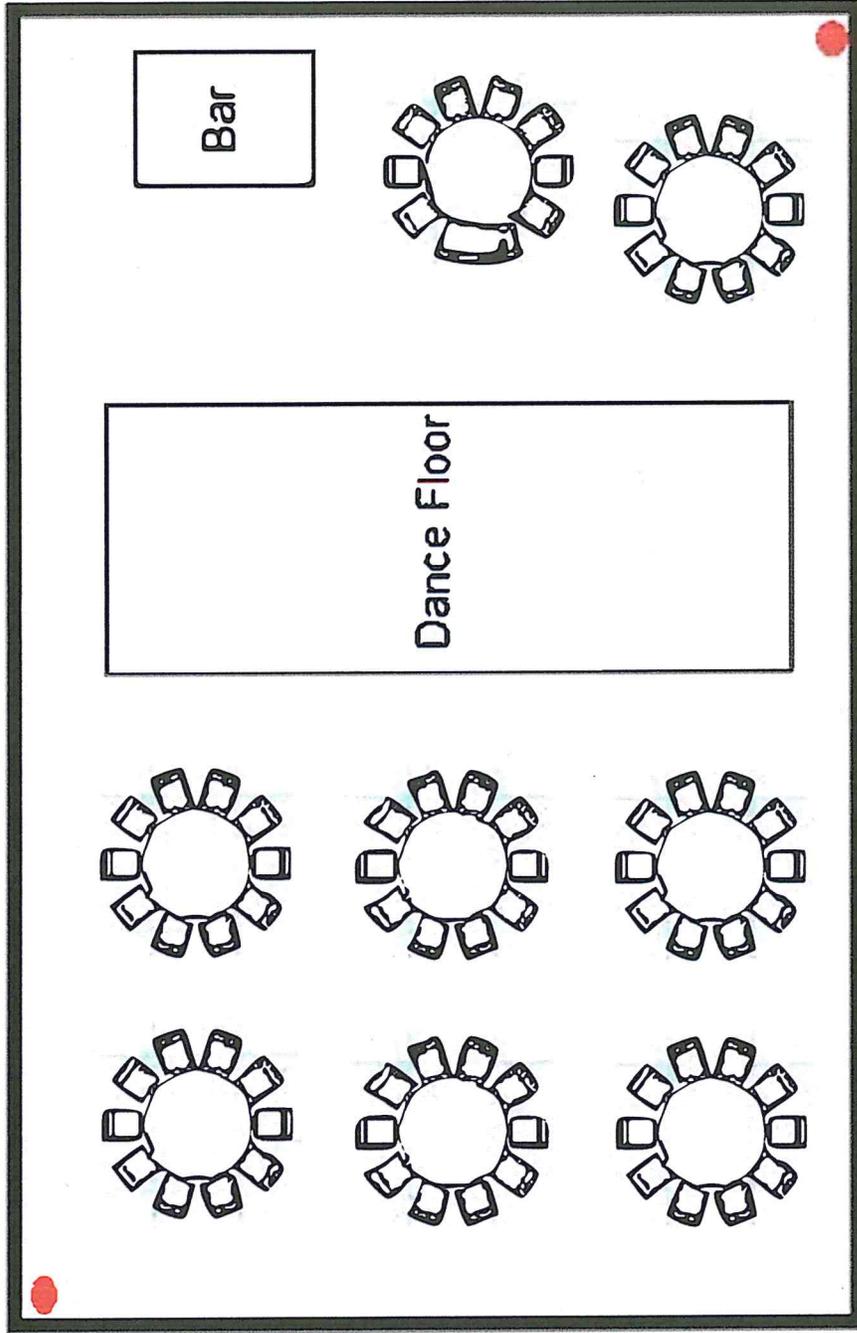


Generator

20 ft AWAY

Extinguisher

EXIT



40 Feet

EXIT

EXIT

Extinguisher

Proposed Occupancy -
See CA Fire Code
1004.1.2

Main St. Tents *Joe Smith*

123 Main Street
Napa CA 94559
APN: 123-456-789