



EXCELSIOR FIRE DISTRICT

Minnesota State Fire Code and the Excelsior Fire District Inspection Fire Safety & Code Requirements

TENTS OVER 400 SQUARE FEET

The following codes set fourth by the Minnesota State Fire Code (MSFC) apply to tents having an area more than 400 square feet. The following are the most common Minnesota State Fire Code violations found during Excelsior Fire District inspections of tents and membrane structures. Complete sections for tents membrane structures can be found in chapter 31 of the Minnesota State Fire Code and in referenced chapters and codes books. To provide a fire safe environment in a tent larger than 400 square feet the following Minnesota State Fire Code and Excelsior Fire District requirements shall be followed.

CONTACT AND INFORMATION REQUIRED FROM EVENT ORGANIZERS

DUE ONE MONTH BEFORE EVENT

Organization name:

Tent location (s):

Event name:

Dates of operation:

Crowd Manager (s):

Times event is open to the public:

Contact:

Tent sides: Yes No

Tent size/sizes:

GENERAL REQUIREMENTS

A sketch of the tent layout should be provided to the Excelsior Fire District **2 weeks prior to the event.**

Sketch should include the following:

- ✓ **Indicate exits and entrances out of tent(s)and/or event**
- ✓ **Structures surrounding the tent and approximate distance from the tent to other tents buildings, and structures included in the event**
- ✓ **Streets, road ways, public way, trails and sidewalks**
- ✓ **Indicate road closures**
- ✓ **Any items in and around the tent, stage, tables, beer trailers, heating system, Displays, etc.....**
- ✓ **Provide measurements/square footage of stages, beer trailers, and items other than tables and chairs that cover the surface/floor.**

Building and Business Owners Notification

It is the responsibility of the establishment /person (s) in charge of the event to notify the buildings/business owners around the tents perimeter and those that will be affected by the tents placement 14 business days prior to the event.

Inspections

A time for the inspections must be set at least **2 weeks before** the event. The tent and all exhibitors, vendors, and concessions must have their area/booth/stand set up and ready for inspection at the time that is set. The inspection must be of the tent as it would be opened to the public. A **\$100.00 fee** will be charged for exhibitors, vendors, and concessions not set up and present when the inspections begins.

It is the responsibility of the event organizers to notify the exhibitors, vendors, and concessions with tents 400 square feet or more of the inspection time and to provide them with copies of the 2018 Excelsior Fire District Inspection Fire Safety & Code Requirements letter.

A list of the vendors requiring an inspection must be provided to the Excelsior Fire District **2 weeks before** the event. Include the following information:

- 1) Exhibitors, vendors, and concessions business name
- 2) Business address
- 3) Business owners/operators name(s)
- 4) Phone number(s)
- 5) E Mails
- 6) Any special information that applies to the inspection

Exhibitors, vendors, and concessions business must be present and have their booth, trailer, area completely set up and ready for their MN State Fire Code Inspection at the time that is set. A **fee of \$100.00** will be applied to those who are not present and ready for inspection at the time set. Items can not be sold from individual exhibitors, vendors, or concessions business to the public until the inspection is complete.

Recreational Fire Burn Permit

Any type of recreational fire at the event will required an Excelsior Fire District Recreational Burn Permit turned into the Excelsior Fire District **2 weeks before** the event.

A copy of the permit must be on the event site.

EXHIBITORS, VENDORS, AND CONCESSIONS INFORMATION

Exhibitors, vendors, and concessions business must be have their booth, trailer, area completely set up and ready for their MN State Fire Code Inspection at the time that is set. This includes exhibitors, vendors, and concessions business that have been inspected at previous events in the same calendar year. A **fee of \$100.00** will be applied to those who are not ready for inspection on the time set. Items can not be sold from individual exhibitors, vendors, or concessions business to the public until the inspection is complete.

MN State Fire Code 2017

Section 3103.3 Place of assembly. For the purposes of this chapter, a place of assembly shall include a circus, carnival, fair, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.

3103.7 Inspections. The entire tent shall be inspected to determine that it is in accordance with the MSFC.

THE TOP 5 MOST COMMON VIOLATIONS FOUND WHEN CONDUCTING INSPECTIONS FOR A TENT THAT IS LESS THEN 200 SQUARE FEET.

- 1. Portable Fire Extinguishers must be Present and have Current Inspection Tag or a receipt showing proof of purchase in the last 12 months.**
- 2. Portable Fire Extinguishers must be Mounted or Secured**
- 3. LP Gas must be secured**
- 4. Tents and their Appurtenances shall be Anchored properly (see copy of EFD Tent Safety 101 document)**
- 5. Exit and Emergency Lighting must illuminate on battery backup when tested**

1. Portable Fire Extinguishers must be Present and Current

Commercial Cooking Equipment

State Amendment 906.1 #2 Portable fire extinguishers for commercial cooking equipment. Portable fire extinguishers shall be provided within 30 foot travel distance of commercial-type cooking equipment.

904.11.5.2 Class K Portable Fire Extinguisher. Cooking equipment involving vegetable or animal oils or fats shall be protected by a 1.5 gallon Class K portable fire extinguisher

1. For up to four fryers having a maximum cooking medium capacity of 80 pounds.
2. For individual fryers exceeding 6 square feet in surface area.

Portable Class A Class B & Class C Fire Extinguishers

A commercial ABC fire extinguisher that has been inspected, tested, and tagged or is brand new with in the last 12 months and accompanied with a receipt on site shall be provided.

Fire extinguishers shall be provided for cooking operations. Cooking equipment involving vegetable or animal oils or fats shall be protected by a Class K portable fire extinguisher. For all other purposes each vender shall provide an ABC-5 pound fire extinguisher.

Note: The Excelsior Fire District requires any exhibitor, vendor, or concessions that have an approved open flame, uses electricity and/or has a power supply must provide a fire extinguisher.

Note: The Excelsior Fire District requires all concessions that are operating in front of an establishment and/or on the same property must have a fire extinguisher that is solely assigned for the concession operations. A fire extinguisher designated for an area within the occupancy can not be taken from an operating businesses and/or business that is occupied for use in a concessions area.

Note: The Excelsior Fire District requires all fire extinguishers must have a permanent sign posted above the fire extinguisher(s) that is visible from an EXIT.

2. Portable Fire Extinguishers must be Mounted or Secured

906.7 Hanger and Brackets. Hand-held portable fire extinguishers shall be installed on the hanger or brackets supplied. Hangers and bracket shall be securely anchored to the mounting surface

Note: To prevent accidental discharge of fire extinguisher (s) The Excelsior Fire District requires that the fire extinguisher shall be mounted and/or secured to a stable object with a rope or bungee cord. The extinguisher shall be secure in a manner that allows it to be readily assessable, not be obstructed, and not required special operation to access.

901.6.1 Standards. Fire protection systems, alarms systems, and fire extinguishers shall be inspected, tested and maintained annually in accordance with reference standards listed in chapter 9. A fire protection system, alarm system, and *fire extinguisher must be tagged with current date of inspection.*

Note: Owners and operators of concessions should be aware that in the event of a cooking, frying, or equipment fire they should turn off the electrical power source, propane tank, or any other equipments /sources if it is safe enough to do so.

3. LP Gas

3104.16.1 General. LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved. Approved piping shall be of a flexible type. Ridged piping such as copper is not allowed.

3104.16.2 Location of containers. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, air-supported, air-inflated or tensioned membrane structure, or canopy. Valves shall also be pointed away from pedestrian pathways and areas where people gather.

3104.16.3 Protection and security. Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, air-supported, air-inflated or tensioned membrane structure, temporary membrane structure or canopy 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.

Note: The Excelsior Fire District requires portable LP-gas containers, piping, valves and fittings or compressed gas cylinders to have impact protection in place.

Note: The Excelsior Fire District requires when portable LP-gas or compressed gas container are on site at any time they must be secured with a chain, nylon tie down strap, or medal cord. No ropes or bungee cords will be accepted.

Exception: Propane tanks 20 lbs. or less can be placed in a secure weather proof crate, medal box, or container that will prevent them from tipping.

4. Tents and their Appurtenances shall be Anchored Properly

3103.9 Anchorage required. Tents and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. All post/legs of the tent must be tied done, anchored, or weighed down to prevent the tent from lifting on any sides. Documentation of structural stability shall be furnished to the fire official on request.

Note: All tents at the event regardless of use shall be anchored as above.

Tents shall be secured as soon as they are set up and taken down. As soon as the weights are removed.

Weights shall be secured to the tent legs.

Note: For safety purposes the Excelsior Fire District may require certain precautions be taken around support ropes, guy wires, and stakes.

Tents and Membrane Structures

3103.8.2 Location Tents and membranes structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustible engines. For the purpose of determining required distance, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

Note: The Excelsior Fire District may reduce the distance between tents in order to keep a safety zone maintained around each tent and to limit foot traffic in-between tents.

Consult the code official for the Excelsior Fire District for exact tent location (s).

3104.20.2 Crowd managers There shall be trained crowd managers or crowd managers/supervisors at a ratio of one crowd managers/supervisor for every 250 occupants, as approved.

3104.17.1 Use. Flammable-liquid-fueled equipment shall not be used in tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures.

3104.2 Flame propagation performance treatment. Documentation of the approved testing laboratories certifying that the tent and all it structures are composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the same criteria.

This information can be obtained at the time of the inspection or fax to the Excelsior Fire District at 952-960-1690 Attention: Kellie.

3104.3 Label. Tents shall have a permanently affix label bearing the identification of size and fabric, and material type.

This information can be obtained at the time of the inspection or fax to the Excelsior Fire District at 952-960-1690 Attention: Kellie.

5. Egress and Exits

3103.12 Means of Egress (Exiting). Means of egress for temporary tents shall be in accordance with distribution of exits and maintenance of exits.

3103.12.1 Distribution. Exit shall be spaced approximately equal intervals around the perimeter of the tent.

3103.12.6 Exit signs. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated.

3103.12.7 Means of egress illumination. Means of egress illumination shall be illuminated having the intensity of not less than 1 foot candle (11 lux) at floor level while the structure is occupied. 1 foot candle is the same light as a full moon on a clear night.

Exit Signs and Emergency Lighting shall be illuminated when battery backup is tested. NO EXCEPTIONS

3103.12.8 Maintenance of means of egress (Exits). The required width of the exits, aisles and passageways shall be maintained at all times to public way. Guy wires, guy ropes, and other support members shall not cross a means of egress at a height of less than 8 feet. The surface of means of egress shall be maintained in an approved manner. Ice/ and snow shall not be allowed to build up in egress areas.

Note: The Excelsior Fire District requires an Occupancy sign posted at one of the EXITs. Provide the measurements and/or square footage of open floor space to the Excelsior Fire District.

Precautions Against Fire

3104.6 Smoking. Smoking shall not be permitted in tents. Approved “No Smoking” signs shall be conspicuously posted.

3104.8 Fireworks shall not be used within 100 feet (30 480 mm) of tents or membrane structures.

3104.7 Open or exposed flame. 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 or located within 20 feet of the tent or membrane structure while open to the public *unless approved by the fire code official.*

Note: No lit candles

3104.11 Clearance. There shall be a minimum clearance of at least 3 feet between the fabric envelope (walls and ceiling of the tent) and all contents located inside the tent.

3104.22 Combustible waste material. The floor surface inside tents and the grounds outside and within a 30 foot perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

Food Preparations

3104.15.3 Location. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials

3104.15.4 Operations. Operations such as warming of foods and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard shall be approved.

3104.15.5 Cooking tents. Tents where cooking is performed shall be separate from other tents by a minimum of 20 feet.

3104.15.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of the tent.

Heating or Cooking Equipment

3104.15.1 Installation. Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the code official.

Heaters

Torpedo style and tank mounted space heaters are not allowed to be used in tents. Use of an unapproved heater can result in a citation. Approved tent heaters and/or approved indoor/outdoor heaters are allowed to be used in tents and manufacturer's instructions must be followed. All heaters in use must be UL approved. Manufacturer's instructions must be made available upon request.

Patio heaters and pyramid heaters that are UL approved can be used outside of the tent and manufacturer's instructions must be followed. **NOT ALLOWED INSIDE THE TENT.**

Flammable & Combustible Liquids (gas)

3104.17.1 Use. Flammable-liquid-fueled equipment shall not be used in tents or membrane structures.

3104.17.2 Flammable and combustible liquid storage. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15 240 mm) from tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures or canopies.

3104.17.3 Refueling. Refueling shall be performed in an approved location not less than 20 feet (6096 mm) from tents or membrane structures.

Generators

3104.19 Separation of generator. Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6096mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.

Note: The Excelsior Fire District requires that generators be protected from any type of impact and damage.

House Keeping

3104.22 Combustible waste material. The floor surface inside tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures and the grounds outside and within a 30-foot (9144 mm) perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

Should you have any questions, please feel free to contact Excelsior Fire District Fire Inspector, Kellie Murphy-Ringate at 952-960-1692 or e-mail kmurphyringate@excelsiorfire.org

Revised: March 9, 2018-Orange Sheet