



# Clovis Fire Department

## Standard # 34-SE

### SPECIAL EVENT

The Clovis Fire Department has adopted the following fire protection standard with regards to events open to the public, where combustible decorative material and increased sound, change in seating configuration and/or visual effects are present.

NOTE: Increasing approved occupant load is not allowed.

### PERMITS

1. A minimum of eight (8) weeks prior to the event, a permit application shall be submitted to the Clovis Fire Department (see attachment). An inspection(s) shall be required for final approval. ***An operational permit includes ½ hour plan review and one (1) inspection for a total cost of \$88.***
2. Additional permits may be required. Contact the Clovis Fire Department for details.
3. Permit application packet should include the following:
  - A. Floor plan showing the following:
    - Dimensional site plan/floor plan shall indicate proximity of event building to other structures or hazardous areas and path of travel from event building or area to the public way.
    - Dimensions (total square footage, width of exits, aisles or interior exit pathways, etc.)
    - Locations of exits, exit signs, and emergency lighting units.
    - Locations of fire extinguishers.
    - Locations of electrical panel(s) and light switches.
    - Locations of smoke detectors and/or fire alarm panel.
    - Normal use of any structures(s) i.e. auditorium, school, church, etc.
    - Staff positions.
  - B. Written emergency procedure (see Emergency Planning section below).

### MINIMUM REQUIREMENTS

#### 1. Emergency Planning:

- A. Maximum occupant load (which shall include staff) shall be determined during plan review.
- B. A sign stating maximum occupant capacity shall be posted in a visible location near the entrance, and staff shall control the flow of patrons so as not to exceed this limit.
- C. All employees shall be trained in emergency procedures.

- D. The emergency procedure plan shall include training of staff and familiarization with fire alarm tone. Specific personnel shall be designated to turn off all distracting noises (i.e. sound system) and turn on lights when alerted by either fire alarm system or otherwise notified of an emergency condition.
- E. This event shall be adequately staffed to control the occupant load and assist patrons in exiting should an evacuation become necessary.
- F. All emergency staff shall know the location of all exits, fire extinguishers, light switches, electrical panels, and emergency phones.
- G. Phone communication shall be readily available for the purpose of calling 911 in the event of an emergency.

## **2. Exits:**

- A. Two exits shall be provided from each room with an occupant load of 50 or more. Required exit doors shall swing in the direction of egress.
- B. Illuminated exit signs, with battery back up, shall be provided at each exit serving an occupant load of 50 or more. Non-illuminated exit signs shall be provided for all exits serving an occupant load less than 50.
- C. Exit doors serving an occupant load of 50 or more shall not be provided with a latch or lock unless it is panic hardware.
- D. Emergency lighting, with battery back up, shall be provided in all rooms, areas and exit pathways when serving an occupant load of 50 or more.
- E. Exhibits and decorative materials shall not obstruct, confuse, or obscure exits, exit pathways, exit signs, or emergency lighting units
- F. An additional pathway marking, including low level marking and signs may be required at time of field inspection.

## **3. Fire Protection:**

- A. All fire protection systems and equipment shall be operable and up to date on certification and testing. (Ex. Hood & Duct, K Extinguisher in kitchens).
- B. Smoke detectors – operable
- C. Fire extinguishers shall be:
  - 1. Minimum 2A10BC rated.
  - 2. Properly mounted (top of unit between 3 and 5 feet from floor).
  - 3. Visible and accessible at all times and clearly illuminated or marked with reflective tape.
  - 4. Located within 75 feet travel distance from anywhere in the building.
- D. Decorative material shall not obstruct fire sprinklers, fire extinguishers, or any other fire protection equipment.

#### **4. Electrical:**

- A. Extension cords shall not be used
- B. Only UL listed power strips with over-current protection shall be used when the number of outlets provided is inadequate. Power strips shall be plugged directly into provided outlets, and shall not be plugged into one another in series.

#### **5. Decorative Materials:**

All decorative materials (decorations, drapes, backdrops and props) shall be either inherently flame retardant and labeled as such, or shall be treated with a flame retardant that is registered with the California State Fire Marshal. Any material not appropriately labeled as fire retardant shall be flame tested. **NOTE:** The flame test shall consist of putting a flame to a sample of the material by a match or lighter. The test shall be conducted outside the building on a specimen of the material approximately 3 inches wide by 10 inches long and oriented at a 45-degree angle. When testing, the flame shall be applied at the bottom edge of the material for a period of up to 12 seconds. If the material fails to ignite, or if it ignites and self extinguishes when the flame source is removed, the material shall be considered flame retardant.

#### **6. Miscellaneous:**

- A. 'NO SMOKING' signs shall be provided at entrance and throughout occupancy.
- B. Open flame is prohibited.
- C. Good housekeeping shall be maintained throughout occupancy and exit pathways.
- D. A pre-inspection will be required five (5) days before opening day of the event.
- E. Other safety items may be required as determined by a Clovis Fire Bureau of Fire and Life Safety Representative at this time.

**CLOVIS FIRE DEPARTMENT  
PERMIT APPLICATION**

**Event Information**

Event Name: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

**Contact Information**

Event Sponsor: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I agree to meet the requirements of CFD Standard #34-SE and provide a site plan, floor plan and written emergency procedures.

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title of Applicant: \_\_\_\_\_ Date of application: \_\_\_\_\_

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\* *For Office Use Only:*

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Application: **Approved / Denied**

By: \_\_\_\_\_ Date: \_\_\_\_\_