

Fire Code Requirements for Festivals / Special Events

2012 Virginia Statewide Fire Prevention Code Enforced by the Norfolk Fire Marshal's Office

SFPC 3103.2 – Membrane structures and tents having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit from the Fire Official.

City Ordinance 17.1-45 – Temporary or membrane structures or tents over 200 square feet require a Tent Permit from the Fire Official.

SFPC 3104.2 – Membrane structures or tents shall be certified and labeled as flame resistant.

SFPC 3104.3 – Label: membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type.

SFPC 3103.8.2 – Membrane structures or tents shall not be located within 20 feet of lot lines, buildings or other tents, parked vehicles or internal combustion engines unless approved by the Fire Official before the event.

SFPC 3103.9 – All membrane structures or tents shall be anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the Fire Official upon request.

SFPC 3104.5 – Combustible materials such as hay, straw and shavings shall not be located in any membrane structure or tent.

SFPC 3104.6 – Smoking is not permitted in any membrane structure or tent.

SFPC 3104.22 – Combustible waste material: the floor surface inside membrane structures or tents and the grounds outside and within a 30 feet 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 at least once a day during the period the structure is occupied by the public.

SFPC 3104.7 – Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or unapproved devices shall not be permitted inside or located within 20 feet of the membrane structure or tent while open to the public unless approved by the Fire Official. The cooking appliances should be on the outer edge of the membrane structure or tent away from the general public. When possible, have cooking equipment away from the membrane structure or tent.

SFPC 3104.12 – Portable fire extinguishers: one portable fire extinguisher with a minimum rating of 2A is required for each membrane structure or tent. When cooking with grease and/or oil a K-rated fire extinguisher is required. All extinguishers shall be charged, have a current inspection tag, or sales receipt if new, out of original box, free of defects or damage.

SFPC 3104.20 – Standby personnel: when, in the opinion of the Fire Official, it is essential for public safety, in a membrane structure or tent used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner,

agent or lessee shall employ one or more qualified persons, as required or approved, to remain on duty during the times such places are open to the public or when such activity is being conducted.

SFPC 3104.16.2.1 – LP gas tanks under 500 gallons must be kept 10 feet away from any cooking appliance or structure. Over 500 gallon capacity must have separation distance of 25 feet.

All LP tubing, piping, hoses, valves and appliances shall be rated for LP use in accordance with Virginia Statewide Fire Prevention Code Chapter 61 and the International Fuel and Gas Code, International Mechanical Code and approved by the Fire Official.

SFPC 5303.5.3 – Compressed gas containers, cylinders and tanks: Shall be secured to prevent falling caused by contact, vibration or seismic activity. Containers, cylinders and tanks may be secured to a fixed object with one or more restraints.

SFPC 110.1 – Unsafe conditions: precautions shall be taken to keep the general public away from all open flames, appliances and hot cooking appliances.

City Ordinance 17.1-44(27) – Hazardous materials or waste materials discharge, release, disposal or spill: the unauthorized discharge, release, disposal or spill of any hazardous material as defined in the Virginia Statewide Fire Prevention Code, whether it be liquid, solid or gas, shall be a violation of this Code.

City Ordinance 17.1-44(28) – Hazardous material or waste materials spill notification: any spill, release or discharge of any material shall be reported immediately to the Fire Official. Failure to report or delay in reporting shall be a violation of this code.

City Ordinance 17.1-44(29) – Hazardous material or waste material clean up: Any spill, release or discharge of any material shall be cleaned up in a manner approved by the Fire Official. If the person, firm, company or corporation causing the spill or discharge cannot be ascertained, then the owner of the property shall be responsible for the cleanup. At the conclusion of the cleanup, a written report shall be presented to the Fire Official specifying the type of material spilled, released or discharged, the quantity of material recovered, the person, firm or corporation completing the cleanup and final disposal location. Noncompliance with any provisions contained herein is a violation of this Code.

All cooking waste shall be disposed of in a proper manner, including frying medium, wastewater and combustibles. No liquids may be disposed of in the storm drains, waterways or directly on the ground. Wastewater must be dumped daily in approved containers or dump stations on site. It is the responsibility of the event staff and vendors to make sure the wastewater containers and the dump station area stays clean, the containers don't overflow onto the ground or into the storm drains or waterways.

Additional Information

Any performances with fire or pyrotechnics shall be approved by the Fire Official. A permit from the Fire Official will be required for each performance.

All non-UL listed cooking devices shall be approved by the Fire Official prior to being operated during any event.

NFPA 58: LP Gas

LP tanks shall be placed on a secure, flat surface

Membrane or tent flaps may not be down when cooking or heating appliances are in use

LP connections shall be tested for leaks prior to lighting burners and appliances

Long matches or lighters shall be used to light burners and appliances

No cooking appliance shall be in the center of the membrane structure or tent

Do not leave LP cooking or heating appliances unattended while in use

Shut off all tanks and appliances when not in use

If you have any questions, please contact the Norfolk Fire Marshal's Office at 757-664-6604.