

CITY OF GLENDALE
GUIDE TO MINOR & MAJOR EVENTS

FIRE MARSHAL'S OFFICE
BUILDING SAFETY
PLANNING
AND
TAX & LICENSE

PERMIT REQUIREMENTS

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OVERVIEW

INTRODUCTION

This **Guide** is **designed to assist in the planning, setup, and operation of special events** such as concerts, professional and amateur sporting events, street fairs, trade shows, high school and college graduations, prom nights, events at large public venues such as the Jobing.com Arena and the University of Phoenix Stadium, and for events in locations where large numbers of people do not normally gather. **If your event is to take place on city-owned land or an outdoor park, recreational facility, city streets, city sidewalks, city parking lots and city rights-of-way that are owned, leased, operated, maintained or controlled by the City of Glendale, a separate application is required through the City of Glendale's Marketing Department.**

Permits are required for Fire Department and/or Building Safety Department, Planning or Tax & License Departments for a number of these special events when they involve the gathering of people for entertainment, exhibits, tent and canopy setup, the sale or consumption of alcohol (unless at a private gathering such as weddings, private parties, etc.), and larger events such as **concerts, professional and amateur sporting events, street fairs, trade shows, off campus high school and college graduations, proms and events in large public venues** such as the Jobing.com Arena and the University of Phoenix Stadium.

The purpose of obtaining permits is to assure safety for the public in terms of being **able to safely evacuate** the event in an emergency, **and to assure compliance with standards for electrical safety, fire safety, structural safety, mechanical safety as well as zoning requirements and tax and license requirements.** Therefore, **information about your event needs to be submitted to the City of Glendale Development Services Center by completing the [Application for Minor & Major Events](#).**

PURPOSE

The purpose of this Guide is to provide information to assist the applicant in submitting plans and obtaining required permits and inspections for special events.

The codes applicable to special events are the International Fire, Building, Mechanical and National Electrical Codes, all as amended by the City and City of Glendale Ordinance #2591. The Fire Marshal and Building Official shall have the sole authority to make Fire and Building Code interpretations.

The City of Glendale is committed to promoting and ensuring public safety while assisting all parties to provide a level of service that will ensure a safe and successful event. To avoid any last minute changes in your setup, we ask that you read and comply with the information in this handbook as it pertains to your event. **This Guide is not intended to be all-inclusive, but to address the common issues concerning special events. It is the applicant's responsibility to either have the requisite knowledge or to contract with qualified persons to represent them in this process.** There may be other requirements for special conditions; therefore, if you have any questions, please call the Fire Marshal's Office at (623) 930-4420, special events plans review section.

SPECIAL EVENT GENERAL REQUIREMENTS

FIRE MARSHAL * BUILDING SAFETY * PLANNING * TAX & LICENSE PERMITS

The following will guide you through the requirements for Fire and Building special events permits. Submitted plans shall accurately represent the event, seating arrangement, booth or display arrangements, aisles, 20' fire lanes, exits and any cooking operations.

INSPECTION REQUIREMENTS

A fire and building inspector will be assigned for each event. **An event site inspection is required prior to, during and after set up.** The fire inspector shall verify compliance with fire department requirements and will advise the responsible event person of any corrections required. In addition to the event site inspection, **pre-event production meetings, pre-event inspection meetings, event oversight and post-event critique/inspections may be required.**

FIRE INSPECTIONS: Please schedule Fire inspections at least two business days prior to the date of the event by calling the **Glendale Fire Marshal's Office at (623) 930-4420**, Monday – Friday, 8 a.m.-5 p.m. You may leave a message if calling after hours.

BUILDING SAFETY INSPECTIONS: When a Building Safety inspection is required, it must be scheduled no later than **5:00 a.m. the day of the inspection** by calling the **AUTOMATED INSPECTION SYSTEM** at **(623) 915-3263**. Use inspection code **#414**. If you have any questions regarding building safety inspections, please call (623) 930-2800 during normal business hours, 8 a.m. – 5 p.m.

CIRCUMSTANCES REQUIRING A PERMIT

- An event at a building not classified for an assembly use which will be used as a public assembly involving 50 or more people.
- A special event held in the stadium or arena other than the normal professional sporting events including concerts, exhibits/trade shows and motor events.
- A special event held in the stadium parking lot which presents a fire or life safety hazard to the public, or to City property.
- A tent over 400 square feet or canopy over 1200 square feet erected within the City. See [Tents, Canopies & Temporary Membrane Structure Requirements](#).
- Fireworks or pyrotechnics displays, special effects or laser shows that are conducted anywhere within the City. See [Fireworks, Pyrotechnics, Special Effects and Laser Requirements](#).
- An exhibit/trade show conducted in the City. [See Exhibit/Trade Shows and Concert Requirements](#).
- Use of an open flame device during a public gathering.
- Any type of liquid or gas fueled vehicles or equipment on display.
- An outdoor special event that requires the area to be fenced, or there is a change in the existing use of a street, park, or area for the purpose of a public gathering such as street fairs, block parties, etc. See [Outdoor Events Requirements](#).
- A temporary extension of an existing building, outdoor facilities or related premises which will be used for the purpose of public or private gathering.

- A public or private **school** holding **graduation** night or **prom** off campus at venues such as the University of Phoenix Stadium, Jobing.com Arena, Glendale Civic Center, the Renaissance Hotel & Spa, the Glendale Media Center, Glendale Conference Center or other similar facilities.

SUBMITTAL REQUIREMENTS

All required Fire Marshal, Building Safety, Planning and Tax & License permits or approvals must be obtained prior to the date of the event. All permits shall be posted at the site or kept in an approved location on the premises.

In order to ensure adequate time to review the event plan and to process and issue permits, the following information must be provided a minimum of 12 City of Glendale business days prior to the date of event. To submit an application, complete the [Application for Minor & Major Events](#) and submit along with supporting documents such as site plans, specification documents, flame certificates, proof of license, etc., as outlined below.

SUBMITTAL PROCEDURES

The Application for Minor & Major Events can be obtained:

- on line at [Application for Minor & Major Events](#) OR
- from the Fire Marshal's Office. Call (623) 930-4420 to request an application be mailed to you, OR
- pick up an application at the City of Glendale Development Services Center (DSC) counter on the second floor of City Hall at 5850 W. Glendale Avenue, Glendale, Arizona, 85301.

The completed Application with supporting documents shall be turned in no later than 12 City of Glendale business days prior to the event (click [here](#) to view calendar) and submitted by:

- hand delivery to the City of Glendale Development Service Center (DSC) counter on the second floor at 5850 W. Glendale, Glendale, Arizona, OR
- submitted electronically to minormajorevent@glendaleaz.com. Prior approval is required to submit electronically in portable document format (pdf) or computer aided document (cad) format. Simply call the Fire Marshal's Office at (623) 930-4420 and ask to speak with the special events plans reviewer.

Submit the Application for Minor & Major Events with the following information:

- Name of the special event, trade show, exhibit or concert
- Name & location (address of the site is necessary)
- Date and time of special event, exhibit/trade show or concert (including load in/load out, event set up and event dates and times)
- Total square footage of area (this is important especially for events inside buildings)
- Approximate anticipated attendance and/or maximum occupant load

A minimum of four sets of plans shall be submitted if not submitted electronically. Please obtain prior approval through the Glendale Fire Marshal's Office to submit event plans on pdf or cad (usually for small events).

PLAN REVIEW

The plan review process for a special event requiring Fire & Building Safety Dept. review is as follows:

- **Application and plans** will be reviewed by the Fire and Building Safety Dept.'s special events personnel.
- **An application fee** is due at time of submittal and **all related fees are due at the time of permit pick up.**
- All required **corrections will be noted** on the plans OR communicated through e-mail. Please **provide day time phone numbers** for the event coordinator should there be **any questions during the plan review phase.** This **will allow the special event plan reviewer/inspector to clarify** any minor **discrepancies** on the plan **and increase the likelihood of an approval at first review.**
- **Plans will be stamped "APPROVED" OR "CORRECTIONS REQUIRED"** and returned to the applicant. Corrections shall be made to the plans and **resubmitted with all comments addressed.**
- **Building Safety will stamp approved plans "REVIEWED" and return the plans to the applicant.**

TIMETABLE

The normal turn around time for Fire & Building Safety special event plan review is **12 City of Glendale business days** (click [here](#) to view calendar). Any **plans that require plan review less than 12 business days because of extenuating circumstances shall be considered "expedited"** and are subject to the expedited plan review fee, which is 300 percent of the normal fee. **PLANS WILL NOT BE ACCEPTED FOR REVIEW WHEN LESS THAN SIX BUSINESS DAYS remain before the first day of the event, unless approved by the Fire Marshal and Building Official.**

PERMIT ISSUED: CALL FOR INSPECTIONS

Permits are issued through the **City of Glendale Development Services Center (DSC)** at
5850 W. Glendale Avenue, Glendale, Arizona, 85301, (623) 930-2800.

Once the permits are issued a call will be placed to the applicant to **pick up and pay for the permit(s).** With permits in hand, the event coordinator shall **schedule an event inspection.**

FIRE INSPECTIONS: Please **schedule fire inspections at least two business days prior** to the date of the event by calling the **Glendale Fire Marshal's Office at (623) 930-4420**, Monday – Friday, 8 a.m.-5 p.m. (Leave a message if calling after/before business hours.)

BUILDING SAFETY INSPECTIONS: **When a Building Safety inspection is required, it must be scheduled no later than 5:00 a.m. the day of the inspection** by calling the **AUTOMATED INSPECTION SYSTEM at (623) 915-3263.** Use inspection code **#414.** If you have any questions regarding building safety inspections, please call (623) 930-2800 during normal business hours.

The special event shall be **set up as indicated on the approved plans.** The assigned **fire and building inspectors can approve MINOR revisions and note them on the plan during the setup process.** **When changes to the plan are necessary and require major revisions, a revised plan must be submitted.** Additional fees may be charged when revisions require plan review. Always **call the Fire Marshal's Office and Building Safety Dept. before making any changes to an approved plan.**

FEES

The fees for Fire Marshal, Building Safety and Planning permits and are based on the current City of Glendale council approved adopted fee schedule as prescribed by the relevant resolution. The current fee schedule is available online at www.glendaleaz.com/buildingsafety/documents/CommunityDevelopmentFeeSchedule7-07.pdf. Fire Marshal fees begin on page 28 and are highlighted in PURPLE.

EVENT SPONSOR’S RESPONSIBILITIES

- a. In addition to the Fire or Building Safety permit(s) required by the Fire Marshal’s Office or Building Safety Dept., the event sponsor shall obtain permits from other City departments such as Tax & License and/or Marketing to host the special event.
- b. Submit an [Application for Minor & Major Events](#) for the special event. See SUBMITTAL PROCEDURES above.
- c. Provide a listing of all vendors and their purpose. Example: vendors who are cooking shall include booth locations and the method of cooking (propane, BBQ grill, sterno etc).
- d. Supply each vendor with the information required for loading in and loading out of the special event.
- e. Distribute to each vendor who is cooking, a copy of this Guide to Minor & Major Events.

VENDOR’S RESPONSIBILITIES

- a. Vendors shall coordinate with the event coordinator prior to loading in and loading out of the event.
- b. Vendors shall keep all fire lanes and aisles clear at all times.
- c. Food vendors shall familiarize themselves with the requirements contained in this Guide to Minor & Major Events.
- d. Vendors shall comply with all fire safety requirements at all times while participating in any special event.
- e. Vendors shall be ready for a fire and building safety inspection on the morning of the event or at any time of the day. All vendors shall be 100 percent ready for final inspection a minimum of one hour before the event start time.
- f. Failure to comply with all of these requirements will result in delays in opening the event until such time all corrections have been made.

ADDITIONAL INFORMATION

If you plan to have food, craft or retail-type vendors, please provide your vendor contact list to the following:

Fire Marshal’s Office – (623) 930-4420	Finance Dept. – (623) 930-2233
Building Safety Dept. – (623) 930-2800	Maricopa County Health Dept. – (602) 506-6978
Tax & License Office – (623) 930-3190	Marketing Dept. – (623) 930-2961

DEFINITIONS

OUTDOOR ASSEMBLY EVENTS

Private and public events conducted outdoors, including but not limited to beer gardens, mazes, carnivals, fairs, concerts and street events having a projected attendance of 500 or more.

SPECIAL EVENT, MAJOR

Public events conducted in a building or a portion of a building (permanent or temporary), including concerts, motor events, circuses, professional sporting events, college sporting events and events involving general admission floors or areas or similar events as determined by the Fire Marshal or Building Official.

SPECIAL EVENT, MINOR

Private and public events conducted in a building or portion of a building (permanent or temporary), not classified as a major special event having a projected occupancy of greater than 300 or similar events as determined by the Fire Marshal and Building Official.

SPECIAL EVENTS, TEMPORARY EXTENSION OF PREMISE

An extension of an existing building or portion of a building for the purpose of a public or private gathering including but not limited to the installation of temporary structures, barricades fencing or similar events as determined by the Fire Marshal and Building Official.

EXHIBITS AND TRADE SHOWS

Public or private displays or events held in buildings or portions of buildings (permanent or temporary) for the purpose of demonstration, a setting or presentation of something in open view, or showing the merits of a product or service to a prospective consumer or similar events as determined by the Fire Marshal and Building Official.

PROFESSIONAL SPORTING EVENTS

A single annual permit for each Coyote Hockey Season, the Cardinal Football Season and the Sting Lacrosse Season **shall be issued**. The permit shall remain **valid as long as there are no changes** to event. This annual event permit does not include any fireworks, pyrotechnics, special effects or laser shows. A separate permit shall be required. **Fireworks, pyrotechnics, special effects or laser shows can be obtained for the entire season as long as there are no changes.**

ANNUAL PERMITS

A tent or canopy that requires a separate **permit can be obtained for the entire calendar year**, as long there are no changes and the [Tents, Canopies and Temporary Membrane Structure Requirements](#) are met.

A single annual permit for the display of liquid and gas fueled vehicles and equipment **inside buildings** is required and may be allowed provided they meet the requirements outlined in the [Liquid and Gas Fueled Vehicles and Equipment for Display](#) section.

STANDBY FIRE MARSHAL PERSONNEL

When it is deemed necessary for the safety of life and property from fire, explosion, panic, or other hazardous conditions, which may arise in the temporary use of building, outdoor facilities, or related premises, **one or more** standby fire personnel **may be required** to be present before and during the activity. The Fire Marshal or designee will determine the need for standby Fire Marshal Office Personnel and the number necessary for the event.

These include **events held in buildings not classified for assembly use which will be used as such; concerts** inside the stadium or sports arena; all **fireworks displays** and/or **special effects** including **lasers; concerts held in buildings other than** those classified for **public assembly** use; **fenced outdoor special events** and any other special event when it is deemed appropriate.

There will be fees for the hours for the services of each standby fire person, and a minimum requirement of two hours work per person. The amount of fees shall be determined by the fee standard in effect on the date of the payment. View the current fee schedule at www.glendaleaz.com/buildingsafety/documents/CommunityDevelopmentFeeSchedule7-07.pdf.

EXHIBITS/TRADE SHOWS AND CONCERT REQUIREMENTS

GENERAL REQUIREMENTS

- a. All exhibit/trade shows and concerts **shall be set up per the approved plans.**
- b. **Seating, table and display arrangements** shall be **identified on the plan** and approved prior to set up.
- c. **All exhibit construction and decorative material** shall be **flame retardant**. Oilcloth, tarpaper, nylon, plastic cloth, and certain other materials that cannot be rendered flame retardant are prohibited. **Vertical carpet is also prohibited unless** it has a **FLAME SPREAD RATING of 0-25**. If documentation for the material is not available, then proof of satisfactory flame retardancy may include a field flame test based on NFPA 701. This is the responsibility of the customer.
- d. **Plywood** less ¼” in thickness shall be flame retardant **treated lumber**. The product shall not be painted, or similarly modified until the material has been inspected and the flame retardant mark/labeling verified.
- e. **Exits and aisles** shall be **clear** of all obstructions. This includes chairs, tables, product, trailer tongues, displays, etc.
- f. A minimum of **three foot clearance** shall be provided **around all fire extinguishers, fire hose cabinets, automatic external defibrillators, and fire alarm pull stations**. These devices shall be also clearly accessible and visible from the aisles. If fire extinguishers are obstructed then the client is responsible for providing accessible full operational 2A-10BC fire extinguishers.
- g. **Combustible materials** such as pamphlets and other paper products shall be **limited to a one day supply** and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths.
- h. **Combustible containers** such as wood crates and empty cardboard boxes shall be **stored outside of the building or inside an approved storage area**.
- i. All **ordinary combustible freight storage** in the docks shall be **limited to 12’ in height**. Storage shall be confined to the event assigned docks slips. Combustible storage is not allowed under trailers.
- j. Operational **single station smoke detectors** shall be provided **in all enclosed exhibits 120 square feet and larger** with roofs (e.g., recreational vehicles, mobile homes, tents, trailers, etc.). **Enclosed exhibits** with roofs **exceeding 400 square feet** shall obtain prior approval and comply with additional **automatic sprinkler requirements, emergency lighting and exit signs**. See [ELECTRICAL REQUIREMENTS FOR TENTS/ENCLOSURES](#) and [EXIT SIGNS](#).
- k. **Booths** which require **more than 50 feet travel distance to an exit aisle** shall be provided with a **minimum of two exits** remote from each other.
- l. Any **structure designed with a second level** intended to be occupied **shall submit structural plans** stamped by a State of Arizona licensed engineer prior to move in. These booths shall be reviewed and approved by the Glendale Fire and Building Safety Departments prior to set up.
- m. Two story booths with only one means of egress from the upper level shall have a posted maximum occupant load of 10 persons on the second level.
- n. **Exit signs** shall **visible from all directions**. If not, temporary exit signs shall be posted as approved by the Fire or Building inspector.

- o. Aisles shall be a **minimum of ten feet wide**. A reduction to eight feet may be approved upon review **for smaller events** or based upon the type of event. **This may also be increased based upon the show type and setup.**
- p. Vehicles, freight, storage, cabling or other **items shall not be stored or left in the path of roll-down or sliding doors**. At no time shall the doors be obstructed from self-closing.
- q. Emergency alerting or **fire alarm** systems or **devices shall not be obstructed, covered**, or rendered inaccessible.
- r. FIRE ALARM SYSTEMS SHALL NOT BE MODIFIED WITHOUT PRIOR APPROVAL OF THE FIRE MARSHAL.

LOBBY AREAS

A lobby area may be utilized for registration provided:

- **Storage** of combustibles necessary for registration (i.e. paper, boxes, etc) shall be **limited to one day's supply and**
- Registration booths and lounge areas shall be **set up only in the designated areas shown on approved plans** and shall not impede required egress.

VEHICLE DISPLAYS AT EXHIBITS/TRADE SHOWS & CONCERTS

- a. All fuel tank **fill caps shall be closed and sealed to prevent the escape of flammable vapors and tampering**.
- b. **Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five U.S. gallons (18.9L), whichever is less.**
- c. **Fueling or removing fuel from the tank inside the building is PROHIBITED.**
- d. **Both battery cables shall be removed** from the main battery **while** the vehicle is **on display** in the building. Both loose battery **cable ends** shall be **taped** to cover all exposed metal.
- e. **If approved** by the Fire Marshal, **batteries used to power auxiliary equipment may be permitted to be kept in service.**
- f. Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG) , Nitrous Oxide (NOS), **propane, natural gas and hydrogen fuel tanks shall be empty** (zero pressure) **or inert and the emergency shut off valves shall be closed.**
- g. **RV's, campers, tractor-trailers, and other vehicles with more than 120 sq feet of ceiling shall have an operational smoke detector per divided section.**
- h. **Vehicles shall not be moved during show hours.** Exception. Vehicle Auctions.
- i. **Fuel storage** shall be located **outdoors** in approved cabinets at a location approved by the Fire Marshal.
- j. All **vehicles shall be inspected** to ensure compliance with the above requirements. For this reason **access to the vehicle and keys shall be available** to the fire inspector at all times. All vehicles being inspected at a designated time normally works best.
- k. **If the vehicle's battery is inaccessible, a kill switch may be acceptable.** The kill switch shall be in the off position and the **handle removed.**
- l. If the vehicle uses a **magneto ignition system**, the **vehicle shall be grounded and bonded** in an approved manner. Typically it is acceptable to disconnect and remove the spark plugs and tape so no metal is exposed.

VEHICLE DEMONSTRATIONS

- ❖ **Vehicles**, including motorcycles or any other motorized devices that are demonstrating, **competing, performing tricks** or other **similar activities** such as monster trucks, motorcycles and the like **shall have a dedicated crash/rescue and EMS team**.
- ❖ **No repairs** involving welding or breaking of any fluid lines shall be **permitted inside** the building. All **refueling or defueling** shall be conducted **outside**, and a minimum distance of **20 feet away from the building**.

COOKING AND WARMING DEVICES

- a. All cooking and warming shall be **approved by the Fire Marshal**. All cooking and warming **devices shall be listed** by a recognized testing laboratory such as Underwriters Laboratories (UL) or Factory Mutual (FM).
- b. Cooking and warming devices shall be isolated from the public by either placing the devices a minimum of 48 inches from the public accessible area, or providing a 16 inch tall fire rated plexiglass between the public and the devices.
- c. Warming devices and heated products may be accessible to the public. Safety precautions necessary to **prevent burns** shall be taken as necessary for each device. Note: **Sterno may be used for warming trays**.
- d. **Individual cooking or warming devices shall not exceed 288 square inches of cooking surface**.
- e. The **table surface** holding the cooking or warming devices shall be of **non-combustible** material.
- f. A minimum of **two feet** shall be provided **between devices**.
- g. **Combustible materials** (including booth drapes) shall be maintained a horizontal distance a minimum of **four feet from any cooking and warming device**.
- h. **FIRE EXTINGUISHERS:** A wet chemical type **“K” fire extinguisher** shall be **located within 30 feet of cooking devices using animal or vegetable oil**. An **ABC rated fire extinguisher and a metal lid for each device shall also be provided for all other cooking areas not utilizing oils**. If an **automatic extinguishing system** is provided, portable fire extinguishers are **still required**. The fire extinguishers shall be **within 30 feet of** and not closer than 10 feet from the **cooking** or warming device.
- i. **ONLY** the use of **listed, self-contained FRYERS equipped with AUTOMATIC EXTINGUISHING SYSTEMS** may be used at **cooking demonstration events**. The use of **tabletop fryers without self-contained automatic suppression system MAY NOT BE USED**.
- j. **Butane burners are allowed** provided that:
 - k. The cylinders and **appliances** shall be **listed**.
 - l. Appliances shall **not have more than two 10oz (296-ml) non-refillable butane gas cylinders, each having a maximum capacity of 1.08 lb (.490 kg)**.
 - m. All cylinders shall be **connected directly** to the appliance, **without a hose** and shall **not be manifolded**.
 - n. Cylinders shall **not be in the building after show hours**.
 - o. A **maximum of 24 -10oz butane containers** can be **stored inside** in an approved manner and any **additional replacement and empty cylinders** shall be **stored outside** the building.

BLEACHERS, STAGES, PLATFORMS, LIGHTING TOWERS OR SIMILAR TEMPORARY STRUCTURES

Stages, platforms and lighting towers shall be designed, constructed and erected **in accordance with the International Building Code.**

Plans shall be submitted through the Development Services Center a minimum of 12 City of Glendale working days (click [here](#) to view calendar) for review and approval. Assembly or erection of any structures prior to the issuance of a permit is strictly prohibited.

A separate **detailed plan** of the **bleachers, stage, platform or lighting tower** shall be provided. The plan shall **identify** and provide **dimensions** for the length, width, height (elevations) along **with structural calculations** addressing the membrane structures, support ropes, guy wires etc. **as required by the Building Safety Dept.**

- Stage and platform areas shall be measured to include the entire performance area and adjacent backstage and support areas not separated from the performance area by fire resistance rated construction.
- Stage and platform height shall be measured from the lowest point on the stage/platform floor to the highest point of the roof or floor deck above the stage/platform.
- Attachment of rigging shall be attached to existing steel trussing within 6 inches of the web connection to the bottom cord when so used and approved.

Plans for bleachers, stages, elevated platforms, lighting towers, elevated rigging or similar temporary structures shall include structural plans and calculations **stamped by an engineer registered in the State of Arizona** and submitted with the the [Application for Minor & Major Events](#).

ELECTRICAL – EXHIBITS/TRADE SHOWS & CONCERT REQUIREMENTS

No equipment shall be energized without prior approval from the Fire Marshal's Office and the Building Safety Dept.

All **lighting** shall be located a **minimum of 12"** away from fabric or **combustible material**. These distances may be increased depending on the type of fixture used.

All **connections** shall comply with the NEC, specifically Articles 525, 250 and 400.

Any **free standing metal structure/stage receiving any power from a generator or electrical service shall be bonded** to the generator/service with a conductor sized per NEC 250-122.

All grounding connections shall be **listed for the purpose and use.**

All connections shall be **installed per the manufacturers' installation instructions.**

Any events, tents, amusement rides, stages, trailers or other equipment and installations that are fed from **multiple generators** or services must **maintain a minimum separation of 12 feet** between the above **equipment or, the sources of supply** to the equipment shall be bonded together by a grounding conductor sized per NEC 250.122.

ELECTRICAL REQUIREMENTS FOR STAGES

Stage **lighting** shall be **suitable for the purpose**. Where used **outdoors** the **lighting shall be listed for a wet location**.

Stage/Set lighting, cords and appliances shall be **in good working order** with no visible frayed cords or loose connections.

Panels, distribution boards and equipment

1. Shall be **opened** and **inspected prior** to energizing equipment.
2. Shall be **listed** for the purpose.
3. Shall **NOT** be **modified**. Panels shall not contain equipment that is not listed for use with the enclosure. The addition of receptacles, connectors or other equipment is **strictly prohibited**.
4. Where utilized **in wet or damp locations** it shall be **listed for a wet location**.
5. **The neutral** (grounded conductor) shall be **isolated** by installation on a neutral bar. The neutral bar shall have no connection to the equipment grounds or grounding electrode conductors except at the service equipment.
6. **Shall be in first class condition**. Any equipment **exhibiting the following shall not be permitted** and will be required to be taken out of service immediately until repaired or replaced:
 - a. **Missing** dead fronts, circuit breaker blanks, KO seals.
 - b. **Damaged** or missing parts.
 - c. **Rusted enclosures**.
 - d. **Repairs made** on equipment **that did not utilize manufacturers' components**.
 - e. Enclosures or equipment **showing significant wear or improper operation**.
 - f. Panels must have **circuit breakers installed that are manufactured by the same company** as the panel. Example: A Square D panel shall only utilize Square D circuit breakers.
 - g. Any **improper connection** between the grounded conductor or equipment grounds.
 - h. All panels and distribution equipment shall be **located so as not to be accessible** to the general public.

Any **alternative means** of protection are **subject to PRIOR approval** of the Building Safety Dept.

GENERATORS

1. Shall be located a minimum of **20 feet from any structure**.
2. **Electrical permits** and inspections are **required** for all generators that are **rated 20KW or more**.
3. All installations shall comply with the applicable standards listed below, regardless of size. Generators smaller than 20KW (these are **portable generators**) **will not require ground rods**.
4. All generators shall be **fenced and secured** so as not be accessible to the general public.
5. A minimum of **two-8 foot ground rods** shall be installed a minimum of **6 feet apart** for **generators rated 20KW or more**. NOTE: Due to the potential to damage underground utilities, you will be required to **contact Arizona Blue Stake at: (602) 263-1100 or (800) 782-5348 prior to the installation of any ground rod** or begin any excavation.
6. **Generators or services** feeding buildings **shall be grounded** to the distribution system with a conductor sized per NEC 250-122.
7. **Buildings or other structures** served by **more than one source of energy** shall have those supply systems **bonded** together.
8. A main **bonding jumper** shall be **installed within the generators**.

CABLES/CORDS

All cables shall be **listed** for “**Extra Hard Usage**” and shall be free from damage or defects. Listed cables/cords have this information written on the cord set. All **damaged cords** shall be immediately **removed from the site** or discarded.

All cords shall have an **equipment ground and grounding attachment plug**.

All **cord connectors/caps** shall have **strain relief connectors** or shall be **molded** into the cord.

All cords and cable connectors (**cord caps, receptacles, twist locks and pin connectors**) shall be **suitable for the purpose** and designed for the intended use. The **exterior sheath of the cable shall extend into the cord connector** in all applications.

All cables shall be installed so as to be **free from abrasion** and shall **not** be installed **in locations subject to vehicular traffic or susceptible to damage**. Cords routed through parking lots or areas **subjected to vehicular travel** shall be **protected by ramps** that are suitable for the purpose.

Pipe and drape systems shall be **installed** so as **not** to **rest upon cords or cables**.

Display booths, tents or other such assemblies shall **route all cords** so as to be **free from foot traffic**. Cords shall **not** be **run under carpets** unless suitably protected.

Cords shall **not** be installed **through doorways** or in locations **where the cords may be pinched or damaged**.

All cables entering enclosures shall be **firmly secured** to the enclosure by means of **listed clamps**.

All cable connectors shall be **water proof** or elevated **above** the surrounding grade a minimum of **6 inches** where installed in **wet or damp locations**.

Single conductor cable shall be **limited** to conductors that are **#2 AWG or larger**.

Any **cable** routed through or across isles or areas subject to pedestrian traffic shall be **effectively protected/ramped**.

- a. All ramps shall have an **ADA** compliant crossing a **minimum of 6 feet wide** with a **color that contrasts** with the other portions of the cable ramp(s) and the floor/ground color.
- b. All ramps shall be **free from damage** or deleterious compounds such as grease or oil.
- c. Ramps shall have a **minimum separation from adjacent cable ramps of 6 feet**.
- d. Ramps shall be **clearly marked**, identified or colored so as to be readily and easily recognizable **to limit potential tripping hazards**.
- e. **Excess lengths** of cords shall be **placed such that materials may not be stored upon** or next to the cord. **Lengths of bundled or coiled cords can cause high temperatures and create a fire hazard**.
- f. **Alternative means** of protection are **subject to approval** by the Building Safety Dept.

All **120 volt, 15, 20 and 30 amp receptacles** served by cables shall be **protected by a GFCI** except emergency egress lighting circuitry and comply with the following:

- a. The length of cord used to feed this equipment **shall be kept as short as possible AND** an assured equipment **grounding program** shall be in place as required by NEC 590.6(B)(2).
- b. **Twist lock cord connectors** shall be the **only** connection permitted for these cable connections.
- c. **Grounding** of this system **shall be verified** through an “Assured Equipment Grounding Conductor Program” as outlined in NEC 590.6(B)(2).

Other Cables, receptacles and equipment.

- Other cables **rated more than 30 amps or cables that supply loads that serve 120/240 or 240 volt loads shall be protected by an “Assured Equipment Grounding Conductor Program”** as outlined in NEC 590.6(B)(2).
- All cable connections of this type **shall be one of the following; Pin and sleeve, twist lock or cam lock.** Receptacles or attachment **plugs that will not “lock” shall not be permitted.**

Overcurrent protection shall be **provided** per NEC 240 and NEC 400

- 4/0 CU single cables covered by NEC 400 shall have a maximum overcurrent protective device (OCPD) of 300 amps, but shall not be loaded beyond 277 amps.
- 1/0 CU single cables covered by NEC 400 shall have a maximum OCPD of 200 amps but shall not be loaded beyond 181 amps.
- #6 CU cables covered by NEC 400 shall have a maximum OCPD of 70 amps.

ELECTRICAL REQUIREMENTS FOR TENTS/ENCLOSURES

Any **tent** that **exceeds 350 square feet** will require **emergency lighting** supplied by battery backs to illuminate the area at not less than 1 foot candle or the emergency lighting shall be fed from a separate power source.

- Any circuitry for emergency egress lighting shall **NOT** be protected by GFCI.
- The length of cord used to feed this equipment shall be kept as short as possible AND an assured equipment grounding program shall be in place as required by NEC 590.6(B)(2).
- Emergency lighting shall be provided on the exterior of buildings, tents or canopies at each exit unless the ambient light level from other sources such as lighting standards or poles provides sufficient lighting acceptable to the Building Safety Dept..

Twist lock cord connectors shall be the **only connection permitted** for these cable connections.

Exit signs will be required for any **tent/enclosure** that is **not completely open on two sides.**

- Exit signs shall be illuminated by emergency lighting with integral battery packs or shall be fed from a completely separate supply source as that as the normal lighting.
- Any circuitry for emergency egress lighting shall **NOT** be protected by GFCI.
- The length of cord used to feed this equipment shall be kept as short as possible AND an assured equipment grounding program shall be in place as required by NEC 590.6(B)(2).

OPEN FLAME DEVICE

Open flame devices are **prohibited.** Welding or soldering is PROHIBITED. **Exceptions** include the following:

- **Cooking** or warming **devices in compliance with the Cooking and Warming Devices Section.**

- **Items reviewed and approved by the Fire Marshal** (i.e. **candles, bead burning, fire jugglers/entertainment acts**)
- **Sterno** may be used for warming trays **with** an operational, visible, and accessible **2A10BC rated fire extinguisher**.

HOUSEKEEPING

Every building or portion of a building shall be **maintained** in a neat, **orderly manner**, free from any condition, which would add to or contribute to the rapid spread of fire or obstruct egress. **All trash containers shall be emptied regularly.**

FIRE EXTINGUISHERS

All fire extinguishers shall conform to the following:

- All extinguishers shall be **mounted** and **secured** so that it will not fall over.
- All extinguishers must be **visible and accessible**, and located a maximum of 75 feet travel distance from all portions of the structure. The **minimum size** shall be **2A10BC**. Except Cooking Operations where a class “K” extinguisher is required for cooking with animal or vegetable oil.
- All extinguishers must have been **serviced within the last year** and have a service tag attached. (Note: **If the fire extinguisher is new, a copy of the receipt** shall be attached to the cylinder/body of the fire extinguisher.)

HAZARDOUS MATERIALS

Material Safety Data Sheets (**MSDS**) are **required** to be onsite **for all approved hazardous materials** brought into the facility. All hazardous materials shall be **approved** by the Glendale Fire Dept. **prior to being brought into the facility.**

a. **The following hazardous materials are prohibited:**

- **Flammable compressed gases** such as acetylene.
- **Flammable liquids**, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum based liquids unless allowed in section [Liquid and Gas Fueled Vehicles](#).
- Hazardous materials such as **pool chemicals, pesticides, corrosives, herbicides, poisons**, etc.
- **Explosive materials** unless approved by the Fire Marshal. Including pyrotechnic material.
- **Cryogenic** (i.e. liquid nitrogen, liquid oxygen, etc.) unless approved by the Fire Marshal.
- **Explosive Materials**, however, small arms ammunition may be allowed under certain conditions.

PROPANE (LPG) POWERED EQUIPMENT & CYLINDERS SHALL COMPLY WITH THE FOLLOWING:

- At no time shall cylinders, **not** attached to a piece of equipment, **be stored in the building** including the lower loading docks or ramps. This applies to empty, partially empty and full cylinders.
- At no time shall a single cylinder **exceed 45-lb (20-kg)** LP-Gas capacity.
- The **number of cylinders attached to a piece of equipment shall not exceed two.**
- **When** the equipment is **not in use**, the **cylinder shutoff valve shall be closed.**

- **Stored equipment with cylinders** attached shall **be separated from the public** by a minimum of one-hour fire rated wall.
- **Cylinders used on equipment** shall have **fully operational pressure relief valves**. These valves shall be replaced by a new or unused valve within 12 years of date of the manufacture of the cylinder and every 10 years thereafter. The Glendale Fire Dept. can inspect the cylinders at any time and deny their use in the facility.
- **Cylinders may be exchanged indoors provided** one of the following is met to minimize the release of fuel.
 - ◆ **Using an approved quick closing coupling in the fuel line, OR**
 - ◆ **Closing the shutoff valve** at the cylinder and **allowing the engine to run until the fuel in the line is exhausted.**

SPECIAL PERMITS REQUIRED

- a. **A separate permit is required** to erect or operate a **tent or air supported temporary membrane structure** having an area **in excess of 400 square feet**, or a **canopy used as a place of assembly in excess of 1,200 square feet**. Tents used exclusively for recreational camping purposes are exempt.
- b. **A separate permit is required** if the event includes **pyrotechnic special effect materials, flame effects, fireworks or lasers**. See [Fireworks, Pyrotechnics, Special Effects and Lasers Requirements](#). Only a pyrotechnic operator with a valid City of Phoenix Certificate of Fitness Card is authorized to obtain a permit and conduct an approved display or show.
- c. **Class 2 and greater type lasers require a permit** from the **Arizona Radiation Regulatory Agency** (<http://www.arra.state.az.us>) in addition to the City of Glendale Special Event Permit.
- d. State liquor license permits or County Health Dept. permits may also be required. See [Important Numbers](#) for phone numbers.
- e. A Special Event Permit is required to be filed 30 days before an event on public facilities. See [INTRODUCTION](#).

FIRE WATCH

A fire watch, meeting the Glendale Fire Dept. standards, **shall be in place during** the following conditions:

- a. **Any time fog, smoke, or haze is used.**
- b. **Pyrotechnics, special effects, fireworks or lasers.**
- c. **The fire alarm is in a modified mode.**
- d. When the Glendale Fire Marshal's Office determine **the hazards associated with an operation or event warrants a fire watch.**

OUTDOOR EVENTS REQUIREMENTS

SITE PLAN

NOTE: If your event is to take place on land, an outdoor park and recreational facility, city streets, city sidewalks, city parking lots and city rights-of-way that are owned, leased, operated, maintained or controlled by the City of Glendale, a separate application is required through the City of Glendale's Marketing Department.

- a. An accurate scale or dimensioned **site diagram showing locations** of structures/events and distances from tents or temporary structures to permanent buildings, access drives, parking areas, other tents or canopies, cooking and heating appliances and equipment, property lines and roadways.
- b. **Four copies** of the site plan shall be submitted with the completed permit application if not submitted electronically.
- c. The site plan should always be **drawn with the north side on the top of the page** and geographic locations identified.
- d. **All roads** on north, south, east and west boundaries need to be **identified**.
- e. **Fire hydrants, fire department connections, and all fire lanes** must remain **unobstructed**. Your event must have a **20' fire lane** throughout the event site **for emergency access**. **Location and width** of all weather fire access roads shall be **identified on the plan**.
- f. A **canopy** (75 percent open) **larger than 1200 square feet** that is **used as a place of assembly** requires a permit. See [Tents, Canopies and Temporary Membrane Structures Requirements](#).
- g. A **tent larger than 400 square feet** requires a permit. See [Tents, Canopies and Temporary Membrane Structure Requirements](#).
- h. **Generators of 20 kilowatts or more** need to be permitted. If you plan to have generator, please **indicate location on your site plan**. If the generators are **commercial grade**, it is the responsibility of the **generator company** to **obtain all necessary permits**. See [Generators requirements](#).
- i. Specific areas for **parking** of vehicles shall be **detailed on the site plan**.
- j. Provide **all exit locations** when outdoors events are fenced including the **fencing dimensions and type**.
- k. **Provide the type, amount and storage container information for flammable or combustible liquids being used**, if any.
- l. Provide the **location and dimension of stages, non-food booths and cooking areas**.
- m. Provide a **detail or close-up of the food booth and cooking area configuration**.
- n. Provide **booth identification signs or numbers of all vendors cooking with flammable gases or BBQ grills**.
- o. **If the event includes pyrotechnic special effect materials, flame effects, fireworks or lasers; a separate permit is required**. See [Fireworks, Pyrotechnics, Special Effects and Lasers Requirements](#).
- p. If the event is **near a residential/business area and there will be amplified sound**, it will require the **approval of the Planning Dept**.
- q. If the event **impacts the neighborhood or merchants in the area**, it will require the **approval of the Planning Dept**.
- r. Please include a **statement that identifies the intended use of all structures and the dates** for which the permit is required.

TENTS, CANOPIES & TEMPORARY MEMBRANE STRUCTURE REQUIREMENTS

SITE PLAN

- a. **An accurate** scale or dimensioned **site diagram showing locations of structures/events and distances from tents or temporary structures to permanent buildings, access drives, parking areas, other tents or canopies, cooking and heating appliances and equipment, property lines and roadways.**
- b. **Four copies** of the site plan shall be submitted with the completed permit application if not submitted electronically.
- c. The site plan should always be drawn with the **north side on the top of the page and geographic locations identified.**
- d. **All roads** on north, south, east and west boundaries need to be **identified.**
- e. **Tents, canopies or other temporary structures** shall be located a minimum of 20 feet from **lot lines, buildings, other tents, canopies or temporary structures.**
- f. Tents canopies or other temporary structures **15,000 square feet or more shall not be located less than 50 feet from any lot lines, buildings, other tents, canopies or temporary structures.**
- g. **Fire hydrants, fire department connections, and all fire lanes** must remain **unobstructed.** Your event must have a **20' fire lane throughout the event site** for emergency access. Location and width of all weather fire access roads shall be identified on the plan.
- h. A **canopy (75 percent open) larger than 1200 square feet used as a place of assembly** requires a **permit.**
- i. A **tent larger than 400 square feet** requires a **permit.**
- j. **Generators of 20 kilowatts or more** need to be **permitted.** If you plan to have generator, please **indicate location** on your site plan. If the generators are **commercial grade**, it is the **responsibility of the generator company to obtain** all necessary **permits.** See [Generators.](#)
- k. Specific areas for **parking** of vehicles shall be **detailed on the site plan.**
- l. Provide **all exit locations when outdoors events are fenced** including the **fencing dimensions and type.**
- m. **Provide the type, amount and storage container information for flammable or combustible liquids being used, if any.**
- n. Provide the **location and dimension of stages, non-food booths and cooking areas.**
- o. Provide a **detail** or close-up of the **food booth and cooking area** configuration. Provide booth **identification signs** or numbers of **all vendors cooking with flammable gases or BBQ grills.**
- p. If the event includes **pyrotechnic** special effect materials, **flame effects, fireworks or lasers;** a **separate permit** is required. See [Fireworks, Pyrotechnics, Special Effects and Lasers Requirements.](#) A statement that **identifies the intended use of all structures and the dates** for which the permit is required.

A **FLOOR PLAN** showing the following:

- ⇒ Proposed **seating arrangements**.
- ⇒ Locations and **dimensions of tables**.
- ⇒ Locations and **types of all other interior obstacles**.
- ⇒ **Exit locations**; number and dimensions required.
- ⇒ Locations of **all emergency exit pathways** to be maintained.
- ⇒ Locations of **NO SMOKING** signs.
- ⇒ Locations and type of **emergency lighting**, including proposed power source(s).
- ⇒ Locations and types of **EXIT signs**.
- ⇒ Location size and type of **portable fire extinguishers**.
- ⇒ Location, arrangement and **type of heating, cooling, and electrical equipment**.
- ⇒ **Generators 20 Kilowatts or more** require a **separate electrical permit** from Building Safety. See [Generators](#).

Flame retardant certificates for tent/canopy material. Membrane structures, tents and canopies shall **also** have a permanently affixed label bearing the identification of size and fabric or material type. The required certificate shall include:

- Names and address of the owners of the tent, canopy or air-supported structure.
- Date the fabric was last treated with flame-resistant solution.
- Trade name or kind of chemical used in treatment.
- Name of person or firm treating the material.
- Name of testing agency and test standard by which the fabric was tested

Type of floor surface proposed inside tent, canopy or membrane structure.

Location and width of all weather fire apparatus access roads.

Locations of any additional emergency equipment such as hose lines or emergency power supplies.

A statement that indicates the **type and proposed use** of any **heating and/or cooking equipment or open flame device** in conjunction with the event. See [Portable Exterior Cooking prepared in Tents, Canopies and Temporary Membrane Structures Requirements](#).

Additional permits may be required. A statement that discloses the proposed **maximum occupant load** shall be **posted** at the entrance **when it is 50 or more**.

EXITING - FOR TENTS, CANOPIES & TEMPORARY MEMBRANE STRUCTURES

- a. Exits shall be **spaced** at approximately **equal intervals** around the perimeter of the tent, canopy or membrane structure and shall be located such that **all points are 100' or less from an exit**.
- b. The **number and width** of exits shall be **in accordance with the table below**.

Table 2403.12.2

Minimum number of means of egress and means of egress widths from temporary membrane structures tents and canopies.

Occupant load	Minimum number of means of egress	Minimum width of each means of egress (Inches)	Minimum width of each means of egress (Inches)
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

- c. **When the occupant load exceeds 3,000, the total width of means of egress in inches shall not be less than the total occupant load multiplied by 0.2 inches per person.**
- d. Exit **openings** from tents **shall remain open** unless covered by a flame retardant curtain or approved doors, as required by IFC Chapter 24, provided that:
- **Curtains shall contrast** with the tent in color. Curtains shall be **free sliding** on a metal support. The **support** shall be a minimum of **80” above the floor** level at the exit.
 - **Aisles** having a minimum width of not less than **44”** shall be **provided from all seating areas**. Aisles **may require additional space** based upon the number of occupants in accordance with IFC Chapter 24.
 - Exits shall be **maintained** with a **clear width**. Guy wires, ropes, fences and other **support members shall not cross a means of egress at a height of less than 8 feet**.

SEATING

BONDING OF CHAIRS. Loose seats, folding chairs or similar facilities that are not fixed to the floor shall be **bonded together in groups of three or more when in excess of 200 seats**. Bonding is not required when the seats are used at tables.

ARRANGEMENTS. Seats arranged in rows and aisles shall meet the spacing requirements of IFC Chapter 10. Call the Fire Marshal’s Office plans review section with questions.

FIRE EXTINGUISHERS

Provide a minimum of one portable fire extinguisher rated at least 2A10BC within 75 feet travel distance from all portions of the structure. Cooking Operations have additional requirements. See [Portable Exterior Cooking prepared in Tents, Canopies, Temporary Membrane Structure Requirements.](#)

HEATING AND COOKING EQUIPMENT

Proposed **enclosures for cooking purposes shall be in accordance with the mechanical code** and enforced by the Glendale Fire Marshals Office. Additional permits may be required. See [Portable Exterior Cooking prepared in Tents, Canopies and Temporary Membrane Structure Requirements.](#)

Gas, solid and liquid fuel burning cooking equipment **located outside of a tent, canopy or temporary membrane structure shall not be located within 20 feet of such structures** in accordance with the International Fire Code, Chapter 24.

Heaters shall **not** be located **inside or under a tent, canopy or temporary membrane structure.**

Cooking and heating equipment shall **not** be located **within 10 feet of exits or combustible materials.** See [Portable Exterior Cooking prepared in Tents, Canopies and Temporary Membrane Structure Requirements](#) for exceptions.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

Flammable liquid-fuels shall **not** be used in a **tent, canopy or temporary membrane structure.**

Flammable or combustible liquids shall **not** be stored in a tent, canopy or temporary membrane structure, **or less than 50 feet from such structures.**

Refueling shall be **performed in an approved location** not less than **20 feet from tent, canopy or temporary membrane structures**

LP-GAS

Containers 500 gallons or less shall be **located** no less than **10 feet from the tent, canopy or temporary membrane structure.**

Containers > **500 gallons** shall be located a **minimum of 25 feet** from the tent, canopy or temporary membrane structure.

Containers shall be **positioned so that the safety release valves are pointed away from the tent, canopy or temporary membrane structure.**

Plumbing and hoses shall be **listed**, labeled and of the appropriate type and tested.

HOUSEKEEPING

Weeds, combustible vegetation, hay, trash and other flammable material shall be **removed** from the **interior** floor and surrounding area occupied by a tent, canopy or membrane structure for a minimum of not less than 30 feet.

The floor surface inside tents, canopies or temporary membrane structures 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.

PORTABLE EXTERIOR COOKING IN TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURE REQUIREMENTS

CONSTRUCTION, LOCATION & FLOOR PLAN

All structures shall be **located a minimum of 20 feet from any permanent or temporary structure.** (Note: If condition warrants it, the **distance may be reduced when approved by the Fire Marshal** and the following requirements are met:

- <10,000 square feet aggregate
- Meets IBC requirements
- Means of egress (exiting) requirements met
- Access road provided

Cooking structures must be **separated from non-cooking structures by 20 feet**. NOTE: Support ropes and guy wires are considered as part of the tent, canopy or membrane structure.

All fabric or pliable canopy covers, side/back drops and decorative **material must be fire resistive and labeled as such**. In addition **flame retardant certificates** for tent/canopy material shall be **submitted with the plan and available on site**. Membrane structures, tents and canopies shall also have a **permanently affixed label** bearing the identification of size and fabric or material type.

Exit openings shall be a **minimum of three feet wide** and six feet, eight inches in height.

Vehicles shall not be parked closer than 20 feet away from the tent/canopy.

Floor plan shall indicate **details** of the means of **egress, seating** capacity, arrangement of the seating and **location and type of heating and electrical** equipment.

COOKING EQUIPMENT

- a. **Cooking & heating equipment shall be at least 10 feet from exits.**
- b. **All cooking equipment shall be of an approved type.**
- c. Coleman-type stoves shall conform to the following requirements:
 1. **No gasoline or kerosene** may be used.
 2. **No fueling** of a stove may be **done in a tent/canopy**.
 3. There may be **no storage of fuel in the tent/canopy**.
- d. A **minimum of 5 feet of clearance** must be maintained **between the public and all cooking devices**.
- e. **Butane or propane** equipment shall conform to the following requirements:
 1. LPG tanks used for cooking in a tent, canopy or temporary membrane structure shall be a minimum of 10 feet outside the tent/canopy. Tanks larger than 125 gallons require a separate fire permit.
 2. All tanks **shall have a shut-off valve**.
 3. **Hoses** shall be an **approved type** for use with the equipment.
 4. All **tanks** must be **protected from damage** and **secured** in the upright position.
 5. **Tanks in excess of 5 gal.** capacity must have **pressure regulators**.
 6. There shall be **no storage of butane or propane in the tent/canopy**.
 7. All **tanks** must be **turned off when not in use**.
 8. Prior to use, all **connections** must be **tested (may be done with a soap and water solution)**.
- f. A minimum of **18 inches** shall be provided **between the tent/canopy backdrop material and cooking appliance**. (Note: Clearance may be reduced as approved by the Fire Marshal.)
- g. **Charcoal Barbeque Cooking** shall conform to the following requirements:
 1. Charcoal barbeque cooking is **prohibited inside of tent/canopys**.
 2. Charcoal cooking shall be **performed only in areas away from public** access and shall be located a **minimum of 10 feet from any tent/canopy or any permanent structure**.

3. **Only commercially sold charcoal lighter fluid or electric starter** may be used (no gasoline, kerosene, etc)
 4. **Storage of starter fuel in tents/canopies is not permitted.**
 5. **Coals** shall be **disposed** of only **in metal containers** that have been designated for such use and are approved by the Fire Marshal. Dumping of coals in trash containers is prohibited.
- h. **Deep Fat Frying/Flambé Cooking** shall conform to the following requirements:
1. Deep fat frying or flambé cooking operations shall be **located in a separate enclosure where only cooking operations are performed.** Such enclosures shall conform to tent/canopy construction requirements as previously outlined.
 2. A **minimum of 16 inches** shall be provided **between deep fat frying appliances/woks and open flame stoves.** An **alternative** to the 16 inch separation requirement would be to **provide a 16 inch high, full width splash guard.**
 3. The **event sponsor shall supply each vendor with any information required for loading in and loading out of the special event.**

FIRE EXTINGUISHERS

Each cooking tent/canopy shall be provided with a **minimum 2A10BC all purpose-type** portable fire extinguisher. **Deep fat frying or flambé** cooking operations **also require a Class “K”** rated extinguisher. Extinguishers need to be **within 30 feet** of the cooking area and **not closer than 10 feet** from the appliance(s) it is protecting.

Fire extinguishers shall conform to the following:

- All extinguishers shall be **mounted and secured** so that it will not fall over.
- All extinguishers shall be **mounted and secured** so that it will remain in the same location throughout the event. **A C-clamp can be used to clamp the mounting bracket onto a pole, table leg or other stable object.**
- All extinguishers must have been **serviced within the last year** and have a service tag attached. (**Note: If the fire extinguisher is new, a copy of the receipt shall be attached** to the cylinder body of the extinguisher.)

HOUSEKEEPING

Every building, structure, or portion of the structure shall be **maintained** in a **neat, orderly** manner, **free from any condition which, would add to or contribute to the rapid spread of fire or obstruct egress.**

The Fire Marshal **encourages the use of non-combustible materials** in the cooking areas and any combustibles kept away from heat sources.

Empty all trash containers regularly.

Clean all cooking surfaces regularly to prevent the build up of grease.

ADDITIONAL FIRE SAFETY TIPS

- a. **Know where the fire extinguishers are located and how to use them.**
- b. **Do not leave food cooking unattended.**
- c. **Don't wear loosed-fitting clothing** when cooking.
- d. In case of an emergency, call 9-1-1.

FIREWORKS, PYROTECHNICS, SPECIAL EFFECTS, FLAME ART & LASER REQUIREMENTS

OUTDOOR SITE PLAN REQUIREMENTS

These diagrams should be **drawn to scale** and shall contain the information described in this section.

- a. Display site shall **identify ground factors, public right of ways, significant buildings** or structures, **overhead obstructions, parking areas and spectator viewing areas.**
- b. The **manner and location of storage** of all pyrotechnic devices, materials prior to, during and after the display.
- c. **Fallout area**, including dimensions. If over water, explain/provide criteria for prohibiting watercraft into the fallout area.
- d. The site plan should always be drawn with the **north side on the top of the page** and geographic locations identified.
- e. **All roads** on north, south, east and west boundaries need to be **identified.**
- f. **Fire hydrants, fire department connections** need to be **identified.**
- g. **Location of emergency vehicle staging area and access routes.** All **fire lanes** must remain **unobstructed.** Your event must have a **20' Fire Lane throughout the event site** for **emergency access.** Location and width of all weather fire access roads shall be identified on the plan.
- h. **Likely wind direction.**
- i. **Traffic plans** indicating flow of vehicles in and out of site before and after the display.
- j. **The name and license number of the pyrotechnic (fireworks) manufacturer or wholesaler** who supplied all items in the fireworks exhibition.
- k. Provide **evidence of financial responsibility** to include proof that satisfactory liability insurance is carried for all employees of the applicant.

Click [here](#) for a Fireworks/Pyrotechnics Application.

OUTDOOR DISCHARGE DETAILS

- a. All fireworks materials and devices **shall be transported** to the fireworks discharge site **in accordance with Title 49, Code of Federal Regulations.**
- b. **Diagrams** shall be prepared and submitted to **illustrate the general arrangement and size of mortars and the location of shell storage** at the discharge site.
- c. These diagrams shall include the **location of the electrical firing unit.**
- d. The **sponsor** of the display **shall make provisions for adequate fire protection and emergency medical services** for the display.
- e. The **sponsor** shall **consult with the Fire Dept. and the exhibitor/operator to determine the level of fire protection and emergency medical services required.**
- f. The **sponsor** shall provide **monitors whose sole duty shall be the enforcement of crowd control** located around the display area.

- g. **Monitors** shall be **positioned around the discharge site** to prevent spectators or unauthorized persons from entering the site.
- h. Until the Fire Dept. has completed the post display inspections, **the discharge site shall be restricted.**
- i. During the period before the display where pyrotechnic materials and devices are present, **unescorted public access to the site shall not be permitted.**
- j. **No smoking** shall be allowed **within 50 feet** of any area where fireworks or other pyrotechnic materials are present.
- k. **No person** shall be **allowed** in the **discharge area while** under the **influence of alcohol, narcotics, or controlled substances, medication** (prescription or non prescription) **that could adversely affect mobility, stability, or impair judgment.**
- l. **Prior to placement, mortars** shall be **inspected carefully for defects.** Defective mortars shall not be used.
- m. Mortars shall be positioned so that the shells are **propelled away from the spectators** and over the fallout area. Under no circumstances shall mortars be angled toward the spectator viewing area.
- n. Mortars shall be **buried to a depth of at least 2/3 to 3/4 of their length, either in the ground or in above ground troughs or drums.**
- o. **Securely positioned mortar shells** shall be **permitted for the firing of single break shells not exceeding 6 inches (152mm) in diameter.**
- p. **Mortars** shall be of **sufficient strength and durability** to fire the aerial shells safely.
- q. Mortars shall be of **sufficient length** to cause aerial shells **to be propelled to safe heights.**
- r. **Two or more portable fire extinguishers** of the proper classification and size as approved by the Fire Dept. shall be **readily accessible while the pyrotechnics are being loaded, prepared for firing, or fired. In all cases, at least two pressurized water or pump extinguishers shall be available.**
- s. **Following the display,** the firing crew shall **conduct an inspection** of the **fallout area** for the purpose of locating any unexploded aerial shells or live components. This inspection shall be conducted **before any public access to the site is permitted.**
- t. The **proper handling and disposal** of any unfired shells shall be **provided by the operator/exhibitor.**
- u. When in the opinion of the Fire Marshal, **wherever any hazardous condition exists,** the fireworks display shall be postponed **until the condition is corrected.** Should **high winds, precipitation, or other** adverse weather **conditions prevail** such that a significant hazard exists, **the fireworks display shall be postponed until weather conditions improve** to a reasonable level.
- v. It is the responsibility of the license exhibitor/operator to **ensure compliance with the provisions under which the fireworks permit was granted.**

Any performance adding pyrotechnic special effect devices different from the display as described and diagrammed in the application for the permit plan shall require approval by the Fire Marshal prior to the performance/display.

INDOOR REQUIREMENTS (FIREWORKS, PYRO, SPECIAL EFFECTS, FLAME ART & LASERS)

Diagrams shall be drawn to scale and shall contain the information described in this section. Click [here](#) for a Fireworks, Pyrotechnics, Special Effects, Flame Art and Lasers Application.

- a. Display site shall **identify indoor factors, stages, platforms, significant buildings or structures, overhead obstructions and spectator viewing areas.**
- b. The **manner and location of storage** of all flame art and pyrotechnic devices, materials, prior to during, and after the display.
- c. The site plan should always be **drawn with the north side on the top of the page** and geographic locations identified.
- d. All **interior exits** on north, south, east and west **boundaries** need to be **identified.**
- e. Identify the **building name, address and location of the display** within the facility.
- f. A diagram of the **location** within the facilities **where the production is to be held.**
- g. Provide the **number, sizes, and types of pyrotechnic devices and materials to be discharged.**
- h. The **location of on-site assembly of the pyrotechnic and flame art devices.** Pre-approval by Fire Marshal shall be required.
- i. Provide the Material Safety Data Sheets (**MSDS**), for the pyrotechnic devices and materials being used.
- j. **Certifications** that the set, scenery and rigging materials are inherently **flame retardant** or have been treated to achieve flame retardancy.
- k. The **name and license number of the pyrotechnic (fireworks) manufacturer or wholesaler** who **supplied all items** in the fireworks exhibition.
- l. Provide **evidence of financial responsibility** to include **proof that satisfactory liability insurance is carried for all employees of the applicant.**

INDOOR DISCHARGE DETAILS

- a. **Monitors** shall be **positioned around the discharge site** to prevent spectators or unauthorized persons from entering the discharge site.
- b. Each pyrotechnic **device** fired during a performance **shall be separated from the audience by at least 25 feet but no less than twice the fallout radius of the device.**
- c. **Mortars and flash pots** shall be constructed to **not fragment when** the pyrotechnic material is **fired** and their shapes are distorted after use. Distorted mortars and flash pots shall not be used
- d. **All pyrotechnic devices** shall be **mounted in a secure manner** to maintain their proper positions and orientations **so when they are fired, the pyrotechnic effects are produced as described** in the plan submitted by the permittee.
- e. Pyrotechnic devices shall be **mounted so that no fallout from the devices endangers human lives, results in personal injury, or property damage.**
- f. **All holders** shall be constructed and secured to **remain in an affixed position** when the pyrotechnic device is fired.
- g. **Binary systems** shall be **mixed and used in accordance with the manufacturer's instructions.**
- h. **Where** a pyrotechnic special effect is **placed on or in contact with a performer's body**, a means of **shielding or containment adequate to prevent any injury** to the performer **shall be provided.** This protection shall be **sufficient to protect against the normal functioning of the pyrotechnic special effect as well as any possible malfunction.**
- i. Because of the potential hazard, **concussion mortars** shall be **placed in a secure location preventing the audience and support personnel from gaining access.**
- j. **Before firing** the pyrotechnic special effects device, the **operator** or designated security staff **shall prevent unauthorized entry into the area.**
- k. Pyrotechnics devices **shall be fired only when** the effect area is **clear view of the operator/exhibitor** or an assistant is **in direct communication** with the operator.

- l. Before the Fire Marshal approves the permit, **a walk-through with a representative and a demonstration of the pyrotechnics used in the performance shall be done.**
- m. **Where the performance necessitates the bypassing of any fire alarm devices, the permittee shall arrange for a fire watch to be available during performance and rehearsals.**
- n. **All devices shall be reactivated as soon as the likelihood of false alarms has passed.**
- o. **Two or more portable fire extinguishers of the proper classification and size as approved by the Fire Dept. shall be readily accessible while the pyrotechnics are being loaded, prepared for firing, or fired. In all cases, at least two pressurized water or pump extinguishers shall be available.**
- p. During the period before the display where pyrotechnic materials and devices are present, **unescorted public access to the site shall not be permitted.**
- q. **No smoking shall be allowed within 50 feet of any area where fireworks or other pyrotechnics are present.**
- r. **No person shall be allowed in the discharge area while under the influence of alcohol, narcotics, or controlled substances, medication (prescription or non prescription) that could adversely affect mobility, stability, or impair judgment.**
- s. When in the opinion of the Fire Marshal, **wherever any hazardous condition exists, the fireworks display shall be postponed until the condition is corrected.**
- t. It is the **responsibility of the license exhibitor/operator to ensure compliance with the provisions under which the fireworks permit was granted.**

Any performance adding pyrotechnic special effect devices different from the display as described and diagrammed in the application for the permit plan shall require approval by the Fire Marshal prior to the performance/display.

EVENT PROCEDURES (FIREWORKS, PYRO, SPECIAL EFFECTS & LASERS)

- a. A **description of the public display event shall be prepared by the sponsor and submitted for review and approval.**
- b. Event descriptions shall **include the time and schedule of events, attendance, estimates, and procedures for the following:**
 - **Communications**
 - **Weather monitoring**
 - **Site security**
 - **Crowd control**
 - **Emergency medical services, and fire fighting notification**

FIRING PROCEDURES

- a. Operating procedures should be **prepared and submitted for review and approval, and contain the following information:**
 - **Identification of operator**
 - **Copies of applicable display personnel licenses permits, or certificate of fitness**
 - **Description of the firing method being used**

TERMINATION PROCEDURES

A description of the **procedures to be taken upon completion of the display shall be prepared and submitted** and shall contain the following information:

- Procedures for **inspecting the discharge site and fallout area** for any defective or unexploded fireworks, pyrotechnics, special effects or lasers.
- Procedures for **disposing of defective and used fireworks, pyrotechnics, special effects and laser materials**.

EMERGENCY PROCEDURES

Emergency instructions shall be **prepared and submitted** for approval. These procedures shall include the following:

- Description of the **means of alerting staff** of emergencies.
- **Identification of the signal** and means to notify the display operator, sponsor or both to terminate the loading or firing of fireworks, pyrotechnics, special effects or lasers in the event a hazard arises during the display.
- Identification means of **notifying the scene security**.
- **Emergency reporting** instructions describing the information that should be provided to emergency responders.
- **Effective notification of spectators** on conditions affecting their safety. **Public address announcements** should be used to ensure an orderly spectator response. The following are situations that can be anticipated at an event of this type: **fire, medical emergency, vehicle accident, crowd disturbance, adverse weather conditions**.

INSURANCE REQUIREMENTS

A **bond or certificate** of insurance in the amount of **\$1,000,000** shall be included with the application. The **City of Glendale** shall be **named as an additional insured**.

PERMISSION OF THE LAND OWNER OR PROPERTY MANAGER

The application must be **signed by the owner or property manager** of the property where the fireworks, pyrotechnics, special effects or lasers display is to occur.

FLAME ART PERFORMANCES

The following information is provided for use by Fire Performance Artists. Failure to adhere to these procedures may endanger the public and/or the artist. Also, failure of the procedures could lead to the revocation of the permit. A special event application is required to be submitted for performances, the application can be found on the City of Glendale web site, www.glendaleaz.com. A video, proof of insurance (**one million dollars minimum liability**) and list of performances that cover the last two years is required at the time of application. Also, a written fire safety plan for the act during and after each performance to include but not limited to:

1. Type of fuel used during performance
2. Material Safety Data Sheet for each fuel used
3. Name, experience and training of the performer
4. Experience and training of performance safety personnel
5. Dates and times of each performance
6. If outdoors wind limitations
7. Supplemental fire protection features
8. Emergency response procedures
9. Means of egress

- I. **Space Considerations:** A 15 foot distance shall be maintained between the fire-involved item and ANY member of the audience, combustible decorations, and any combustible item within the immediate performance area. A minimum of 20 foot ceiling height is also required for indoor performances. A site plan of the performance area in relation to the audience will require measurements of performance area, audience location, audience separation barriers, safety equipment and any pertinent information requested.
- II. **Extinguishing agents:**
 - a. A minimum of one 2A10BC minimum classification fire extinguisher shall be required for each performance to combat any flammable liquid fires. The Fire Marshal or his/her representative may require additional extinguishers, dependent upon the circumstances of the performance and occupancy.
 - b. A minimum of one 2.5 gallon pressurized water extinguisher or minimum of one five gallon bucket of water shall be in the area of the performance.
- III. **Personal Safety:**
 - a. One five gallon open topped bucket of water shall be provided for each fire performance area, the intent is for use to cool burns to performers or audience members. The Fire Marshal or his/her representative may require additional water buckets, dependent upon the circumstances of the performance and occupancy.
 - b. One trained spotter shall be provided for each performer within each performance. The spotter shall be positioned between the active performer and the audience. Spotters should be aware of first aid measures for burns and be knowledgeable in the use of and have ready access to fire extinguishers and extinguishing agents. The spotter may be a performer who is not currently performing. Additional spotters may be required by the Fire marshal or his/her representative for larger performances.
- IV. **Fuels:** Common fuels include
 - a. Denatured alcohol
 - b. Lamp Oil (smokeless/odorless)
 - c. Fire Water – brand fuel
 - d. Kerosene – outdoor use
 - e. Stove fuel
 - f. Shell Sol T – brand fuel
 - g. Allume Feu – brand gel fuel
 - h. **NOTE: Gasoline is prohibited as a show fuel and in the area of the performance. A maximum of one gallon of show fuel is allowed for the performance and must be kept sealed in the original container.**
 - i. The show fuel sealed in the original container shall be kept a minimum of 25’ from the performance area.
- V. **Wicks:** It is recommended that wick material consist of cotton wrapped in Kevlar (to prevent breakdown of the cotton as it burns). Synthetic materials shall be avoided.
- VI. **Clothing:** The clothing of performers should be of fire resistant materials such as natural fibers, Nomex and/or PBI.
- VII. **Smoking:** Smoking shall be prohibited within 20’ of the performance area and the area of fuel storage.
- VIII. **Audience:** The audience shall maintain a minimum of 15’ from any flaming device. This measurement shall be from the flame protrusion and not the performer. It should be recognized that audiences, especially youthful ones, may not fully understand the dangers associated with fire performance art. Every effort should be made to emphasize the safety

precautions and dangers of such activity. This may include a verbal warning prior to the performance.

IX. Permit: A separate special event permit is required for this performance and the current City of Glendale fees shall be applied.

* * *

IMPORTANT NUMBERS

MARKETING	PHONE (623) 930-2960 FAX (623) 915-2629
FIRE MARSHAL'S OFFICE	PHONE (623) 930-4420 FAX (623) 847-5313
BUILDING SAFETY DEPT.	PHONE (623) 930-3137 FAX (623) 915-2695
DEVELOPMENT SERVICE CENTER	PHONE (623) 930-2800 FAX (623) 915-2695
TAX & LICENSE	PHONE (623) 930-3190 FAX (623) 915-2827
PLANNING DEPT.	PHONE (623) 930-2800 FAX (623) 915-2695
MARICOPA COUNTY HEALTH	PHONE (602) 506-6978
NON EMERGENCY FIRE	PHONE (623) 931-5600
NON EMERGENCY POLICE	PHONE (623) 930-3000