



FIRE PREVENTION

FOR SPECIAL EVENT PLANNING

Ocala Fire Rescue: Fire Prevention Division
505 NW MLK Jr. Ave., Ocala, FL 34475
(352)629-8306

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Planning Your Event

Events such as festivals, parades, displays, etc. must be reviewed by the Fire Prevention Division for general fire safety, emergency access, and crowd control.

The following Fire Department items are required as part of your submittal package.

Additional reviews by city or state entities may be required.

- The provision of a 20-foot (minimum) emergency access lane through the event venue shall be reflected on the submitted site plan.
- Electrical generator locations.
**Must be 20 feet from the structure.*
- Details of each cooking location identifying the method of cooking, locations of flammable gases or barbeque grills and extra storage tanks. **See portable exterior cooking requirements on pages 3-4.*

EXAMPLES OF EVENTS REQUIRING PERMITS

Requires Fire Prevention Permit

- Any tent in excess of 200 Sq. Ft. will need fire rating certification.
- Any canopy in excess of 400 Sq. Ft.
- Pyrotechnics or special effects using open flames.
- Carnivals and fairs.

Requires Bldg. & Safety Permit

- Any generator use over 50 kv.
- Special electrical configurations (i.e. spider boxes, or temporary switchgear).
- Grandstand structures.

Requires Other Permit, Approval or License

- Road closures
- Food and beverage sales
- Liquor sales

Portable Exterior Cooking

The following requirements shall be in place when using portable barbeques, open flame stoves, deep fryers, or any other appliance that generates grease laded vapors, etc. Cooking under canopies and in tents is **PROHIBITED**, unless operation meets the requirements of NFPA 1 Chapter 50: Commercial Cooking Operations.



DEFINITIONS:

- **CANOPY** - a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects, and is open without sidewalls or drops on 75% or more of the perimeter.
- **TENT** - a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Rules to abide by when heating and warming prepared foods.

- ❑ Tents, canopies, or booths shall be a minimum of 20 feet from any permanent structure. *Spacing requirement can be reduced with prior approval from the Fire Marshal.*
- ❑ Tents, canopies, or booths shall separated from non-warming, heating tents, canopies, or booths by 10 feet.
- ❑ All tents, canopies, or booths shall be of flame-retardant material in accordance with the Fire Code and labeled as such.
- ❑ Vehicles shall be a minimum of 20 feet from the heating or warming operation.
- ❑ Heating and warming operations that utilize a solid product or that do not pose an ignition hazard shall be approved for use. *(Sterno, streamers, etc.)*

Equipment Compliance

Equipment using **Liquid Petroleum Gas (LPG)** shall comply with the following.



- Cooking appliances shall be approved for such use.
- Fuel tanks shall have a shut-off valve.
- Hoses shall be of an approved type with the equipment.
- Fuel tanks shall be secured from falling and shall be protected from damage.
- Any fuel tanks located outside of booths shall have a pressure regulator over five (5) gallons.
- No storage of fuel tanks shall be allowed in the booth.
- Before use, all fuel tank connections shall be tested for leaks using a soap and water mixture.
- A minimum of 16 inches shall be provided between any frying operation and any open-flame cooking appliance.

Equipment using **charcoal or solid fuel** shall comply with the following.

- Barbeque cooking is prohibited inside or under tents, canopies, or booths.
- Cooking shall be a minimum of five (5) feet from any booth access.
- The use of gasoline or kerosene to start barbeque is prohibited.
- Storage of starter fluid in booths shall be prohibited.
- Coals and ashes shall be disposed in a metal container approved for such use by the Fire Marshal.



Portable Fire Extinguishers



- Each tent, canopy, or booth shall be provided with an appropriate fire extinguisher certified by an approved contractor - to include an ABC extinguisher and a K-class extinguisher if cooking with grease laden vapor.
- All fire extinguishers shall be mounted, visible, accessible, and located away from the cooking area.



Your event may require that one or more Fire Prevention or Suppression personnel be on-site during your event. This staff is there to ensure that proper fire prevention and safety practices, access, and general life safety requirements are maintained during the event. The agreed upon number of personnel or equipment are required prior to the event will determine any additional fees, in addition to the permit fee.