



## DIVISION OF FIRE PREVENTION & INVESTIGATION

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### INFORMATION BULLETIN

Bureau of Fire Prevention

Bulletin No. 2005-01

Date: June 10, 2005

Revised: March 8, 2007

**SUBJECT:** Fire Department Regulated Activities  
In Public Assembly Occupancies

**PURPOSE:** To provide fire safety requirements for the use of flammable gases including propane and butane, open flame (re: sterno, barbeque, candles), pyrotechnic devices and other hazardous devices regulated by the fire code in special events, exhibitions, and shows.

### PERMIT REQUIREMENTS

Managers of public assembly facilities hosting special events, exhibitions, and trade shows shall observe the following guidelines:

1. Facility managers of public assembly occupancies shall provide the participants, exhibitors, and show producers with the requirements of the San Francisco Fire Department (SFFD).
2. The event sponsor shall provide to the San Francisco Fire Department a list of participants engaging in fire department regulated activities. (See Page 4 for a list of common regulated activities to exhibits and trade shows.)

A complete list of fire department regulated activities can be obtained from the Permit Section of the Bureau of Fire Prevention (BFP) by calling (415) 558-3303.

3. The event sponsor shall be responsible for ensuring that all participants have the required permits.

4. All requests for fire department permits shall be submitted on a San Francisco Fire Department *Permit Application form*. Faxes or photocopies are not acceptable. Applications must be filled out completely, signed, dated, and filed a minimum of 5 working days prior to the event or use date.
5. Sponsors, exhibitors, or event planners shall submit floor layout plans to the San Francisco Fire Department and to the facility's fire marshal, if applicable.
6. A detailed description of the event including the event name, address, dates, times and the name of the sponsor's representative or contact person shall be provided with the permit application.
7. Should the event commence after BFP hours or on weekends, the event sponsor is responsible for hiring an inspector (for a minimum of 4 hours) to complete the necessary permit deliveries and inspection of the regulated activity. (If more than 10 permits have been issued, 2 inspectors shall be hired at a minimum of 4 hours each).

**Inspection and delivery of fire permits will be made on the first day of the event. All participants engaged in a regulated activity shall be ready for inspection a minimum of one (1) hour prior to the event.**

### **PERMIT PROCESS**

Fire permits may be obtained jointly by the event sponsor and participants or separately by each participant.

#### **EXAMPLE:**

Participants A, B, C, D and E are cooking with butane cassette feu stoves at the Uptown Food and Restaurant Trade Show.

- The sponsor/agent applies for a parent permit (SFFD P-131, LPG, PORTABLE CONTAINERS PERMIT) for the use of butane within the facility where the trade show is held, and each participant applies for a SFFD P-100, CONDITIONAL USE PERMIT. The parent permit covers all participants using butane in the trade show, and the individual CONDITIONAL USE PERMIT allows the participants to use butane fueled devices in their booth. The filing fee for LPG, PORTABLE CONTAINERS permit will be at the full filing fee rate (paid by the sponsor) and each CONDITIONAL USE permit will be paid by the participant.

#### **OR**

- Each participant must apply for their own SFFD P-131, LPG, PORTABLE CONTAINERS PERMIT for the use of butane at the full fee rate.

## **FIRE SAFETY REQUIREMENTS**

### **EXHIBIT AREAS**

1. Displays or exhibits shall not interfere in any way with access and visibility of any required exit sign, nor shall any display block access to fire fighting equipment.
2. Displays or exhibits of combustible material shall be limited in quantity in order to reduce the fire load to an acceptable level. Excess display material and other combustible materials that are not in use shall be kept in a separate storage room until needed.
3. Candles without chimneys (glass enclosure) may be lit for product display only. The number and size of candles lit at any time shall be subject to fire department approval.

Candles displayed without chimneys shall be placed a minimum of two (2) feet from the front of exhibit booths and not accessible to patrons.

4. All flame producing devices shall be placed on a non-combustible surface and readily combustibles, such as paper, shall be kept a minimum of two (2) feet away.
5. The flame producing devices shall be used by trained staff only and attended to at all times when in use.
6. Cooking with propane or butane fueled devices, such as butane cassette feu stoves, shall be limited to public exhibitions and demonstrations in exhibits and classrooms. Portable cooking devices shall not be used to prepare food for sale.
7. One 2A:10BC dry chemical extinguisher shall be provided for each exhibit booth or cooking area where flame producing devices are in use.
8. The maximum size of individual propane cylinders allowed to be used in a trade show is 5 lbs (nominal propane weight) unless approved by the fire department. If a larger size cylinder is approved, a licensed plumber or a technician from a propane supply company shall be on site to connect and change cylinders for all participants utilizing the gas.
9. The aggregate amount of propane and/or butane allowed at a trade show shall be subject to fire department approval.
10. The size of the individual butane containers for portable cooking stoves shall not exceed 10 oz. Butane fuel containers must be listed and must meet DOT 2P or 2Q specifications. The fuel containers must be connected directly to the appliance without using a hose.
11. Pyrotechnic devices may be used in a stage or theatrical production when approved by the fire department. When approved, the devices must be setup and discharged by a state licensed pyrotechnic operator, and a fire watch (4 hours minimum) is required to be present. **NOTE:** The fire department requires a minimum notice of ten (10) days prior to the event or used date to process a request for the use of pyrotechnic devices.

### FOOD CONCESSION AREA

1. Candles or open flame decorative lighting devices placed on dining tables shall have their flames enclosed in a non-combustible chimney (glass enclosure). The candle or open flame decorative lighting device may be placed in the chimney enclosure or the enclosure may be securely attached to the device. The device, as well as the chimney enclosure, must be approved by the fire department prior to the use of the device. **Lighted flame candelabras are not permitted.**
2. The use of propane in portable cylinders for cooking is prohibited.
3. Cooking with portable butane stoves is allowed and limited to sautéing and cooking in buffet style setting. Cooking is prohibited on tables where patrons are seated. Butane cassette feu stoves must be U.L. approved for indoor/outdoor use.

One 2A:10BC dry chemical extinguisher shall be provided for the cooking area. If using deep fryers, also provide one Class K type fire extinguisher. The travel distance to the nearest fire extinguisher shall not exceed thirty (30) feet.

### **PERMIT REQUIREMENTS FOR REGULATED ACTIVITIES ASSOCIATED WITH SPECIAL EVENTS**

**Candles and Open Flame Devices** – Use of any candles, sterno, and open flame devices in public assembly areas.

- Permit Type: *P-238 – Temporary Open Flame, use of*

**Fireworks or Pyrotechnic Special Effects, Conduct Public Display** – To use or discharge fireworks or pyrotechnic materials in the City and County of San Francisco.

- Permit Type: *P-110 – Fireworks, conduct public display or P-210 Pyrotechnics, special effects.*
- Example of regulated activity: *Fireworks show and airbursts in stage production*

**Flammable and Combustible Liquids** – To store and use Class I liquids in excess of 10 gallons outside of any building or Class II liquids in excess of 60 gallons outside of any building.

- Permit Type: *P-116 – Storing and handling portable containers*
- Example of regulated activity: *Use of gasoline or diesel fueled emergency generator with fuel storage that exceed the permit exempt amount*

**Liquefied Petroleum Gas (LPG)** - The use of any amount of propane or butane in the City and County of San Francisco.

- Permit Type: P-131 – *Storage and usage, portable containers*
- Example of regulated activity: *Food carts, cooking appliances, heaters and forklifts*

**Special Public Assembly** – To use a facility or area of a facility for public assembly activities where the management of the facility does not possess a current fire department “Public Assembly” permit.

- Permit Type: P-242 – *Special Permit Assembly*
- Example of regulated activity: *Exceeding the allowed number of persons in a building*

**Tents and Membrane Structure** – To operate a tent or temporary membrane structure covering an area in excess of 200 square feet, and canopies in excess of 400 square feet unless such structures are used exclusively for camping.

- Permit Type: P-146 – *Tent or Temporary Membrane Structure*
- Example of regulated activity: *A tent used for public assembly gathering*

#### **PERMIT FEE SCHEDULE**

For the current permit fee schedule, please see Table 106-A of the San Francisco Fire Code or from the link: <http://www.municode.com/content/4201/14135/HTML/ch001.html>.

If you have any questions, please call the Bureau of Fire Prevention’s Permit Section at (415) 558-3303.



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