

CITY OF FOUNTAIN INN
SOUTH CAROLINA



Fountain Inn Fire Department

Special Event Requirements

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Fire Prevention Planning Guide for Special Events

This guide outlines fire and life safety requirements found in the International Fire Prevention Code (IFC). The Fire Marshal has created this guide to help promoters and organizers better understand fire code regulations, minimize violations, and limit last minute disruptions. The Fountain Inn Fire Department is committed to providing safe environments to anyone who attends special events throughout the City of Fountain Inn while assisting the event world in meeting their vision.

This guide summarizes the majority of fire safety requirements that promoters and event organizers will encounter when planning an activity. While this guide contains fire code requirements and Fire Department permit information, other departments are involved in the process as well. Please make sure you have filled out all applications and obtained all required permits prior to the start of your events.

Special Events Office

(864) 724-8044

Any Fire Code special event questions should be directed to:

Fire Prevention Division Office of the Fire Marshal

(864)862-0010

IMPORTANT PLEASE READ

Sec. 17 Article III

PARADES, DEMONSTRATIONS, PUBLIC ASSEMBLIES AND PICKETING

**IMPORTANT PLEASE VISIT THE
CITY OF FOUNTAIN INN WEB
SITE FORMS PAGE FOR SPECIAL
EVENTS APPLICATION**

<https://www.fountaininn.org/352/Event-Permits-and-Rentals>

<https://www.fountaininn.org/201/Main-Street-Events>

**IMPORTANT PLEASE VISIT THE
CITY OF FOUNTAIN INN WEB
SITE CITY HALL / MUNICODE /
SPECIAL EVENTS PAGE FOR
SPECIAL EVENTS INFORMATION**

https://library.municode.com/sc/fountain_inn/codes/code_of_ordinances?nodeId=COOR_CH1GEPR



FIRE CODE REQUIREMENTS FOR SPECIAL EVENTS

The following requirements have been established based on the International Fire Code as adopted by the State of South Carolina and the City of Fountain Inn and must be met when commercial cooking devices are being used for food preparation at an outdoor special event.

FOOD VENDOR APPLICANTS

Food vendor applicants must contact the City of Fountain Inn Business License Office to ensure that business license requirements are met 864 862-4421. Food vendors are responsible for following all regulations set forth by all city and state departments. Applicants that have deviated from their submitted information may be denied based on fire code requirements or DHEC regulations.

SITE PLANS

All applications shall be accompanied by a legible APPROVED site plan. Illegible site plans will result in the application being returned to the applicant. Please review the criteria in the application and include all applicable information on the site plan.

Things to include:

- ☐ Location and width of all platforms, stages, structures, exit doors, fences, aisles in large exhibitor areas, and the main event aisle ways
- ☐ Location, size, and identification number of cooking tents/booths, vendor tents/booths, and other display spaces
- ☐ Seating areas: including stools, booth seats, table and chairs
- ☐ Location of LPG (propane), gasoline, diesel, compressed gasses, and hazardous materials
- ☐ Location of fire access roads and apparatus access points
- ☐ Roads seeking approval for closure during the event and what type of barricades will be used
- ☐ The location of vehicles (including boats and motor craft) shall be indicated on site plan. Indoor displays shall adhere to the following:
 - Vehicles indoors must have ¼ of fuel or 5 gallons, whichever is less
 - Vehicles indoors must have the batteries disconnected, unless there is a cutoff switch severing power from the battery, or there are sensitive electronics that cannot lose power.
 - Indoor vehicles with keyless ignition shall have the fobs kept away from the vehicles in a secure location.
- ☐ Any decorations used and their flame resistance certificates if applicable
- ☐ Designated smoking areas (Smoking is prohibited in all tents)

PUBLIC SAFETY PLANS

Not all events will require a public safety plan, but large events that will place strain on public resources will be required to have a plan for Police, Fire, EMS, and other city agencies to mitigate hazards that may result at that event. Security, crowd management, equipment placement, and vehicle access are all things that should be included and considered in a public safety plan. When filling out the application, entering “call 9-1-1 in the event of an emergency” is not a proper safety plan. Some things to consider:

- Communication – how are personnel on site communicating issues?
- Crowd management – how is the public ingress and egress throughout the venue?
 - Crowd size will determine if crowd managers are needed per the Fire Code
- Site access – how are emergency responders entering the site, do they have enough access, i.e. width for parking and setup of equipment?
- Traffic – where are the public and staff parking, what routes are being used?
- Security – number of officers required (FIPD, Private, or Both)
- ☒ Fire hazards/emergencies
- ☒ Medical emergencies

Questions about public FIRE safety plans should be directed to the Fire Prevention Division 843 918-1109.

INSPECTIONS

Vendors are required to put down an inspection time for Fire Prevention personnel so that equipment, tents, and other items can be approved or disapproved for operation. It is the responsibility of the vendor to notify our department of any scheduling changes regarding your event area. Large events will have an inspection time that is coordinated by the promoter; once again it is the vendor’s responsibility to find out what time the event is requiring all vendors to be ready. If a vendor is not available for inspection they may not be approved to cook.

All vendors need to be aware that the Fire Prevention Division only inspects per the Fire Code, you will not be approved to start cooking until all city, state, and other agencies have approved your operation, if applicable.

Venues that have obtained a special event permit (SEP) are not exempt from a vendor or site inspection from the Fire Prevention Division. All vendors and event activities are required to meet the minimums of state and local codes.

EVENT REQUIREMENTS

TENT CONSTRUCTION

- All tents with an occupant load of 50 or more persons shall be required to submit a floor plan to the Fire Marshal for review.
- Tents with an occupant load under 50 persons may be required to submit a floor plan upon request, depending on the type of event.
- ☒ Exit openings shall be maintained
- ☒ A physical barrier must separate all cooking activities from the public
- ☒ All tents, canopy covers, sides, and backdrops must either be:
 - Inherently fire-resistant and labeled as such; or
 - Have documentation showing that it was treated at an approved facility
- ☒ No smoking is allowed in any tent regardless of size, location, or available fire protection.

TENT LOCATION

- Tents/booths must be located a minimum of twenty feet (20') from any permanent structure or other membrane structures. Should conditions warrant, this distance may be reduced when approved by the Fire Marshal
 - **Exception 1-**Tents/Membrane structures that are not used for cooking and are less than fifteen-thousand (15,000) square feet need not be separated.
 - **Exception 2-** Membrane structures need not be separated from buildings if they do not exceed ten-thousand (10,000) square feet and they meet all of these requirements:
 - The aggregate floor area of the building and membrane structure or tent shall not exceed the allowable floor area including increases as indicated in the International Building Code
 - Required means of egress are provided for both the building and the membrane structure or tent including travel distances
 - Fire apparatus access roads are provided in accordance with Section 503.
- Vehicles must be parked a minimum of twenty feet (20') away from the tent/booth
- Cooking tents/booths must be separated from non-cooking tents/booths by twenty feet (20')
- Propane cylinders must be at least ten feet (10') away from all tents and membrane structures
- ☒ Heating devices in tents shall be of an approved type, per the International Fire Code
- ☒ All cooking operations must be located in a separate enclosure where only cooking operations are performed; cooking tents must have a separation from assembly tents
- ☒ A twenty (20) foot minimum access road for apparatus shall be maintained at all events

EXTINGUISHERS

All cooking operations shall have a minimum of 1 ABC extinguisher, 2A 20BC size. If grease, oil, or fat is used in cooking operations a Class K extinguisher will also be required. Tents greater than nine-hundred (900) sqft are required to have extinguishers at least every seventy-five (75) feet and have a minimum size of 2A 20BC.

- ☐ Extinguishers must be serviced annually or
- ☐ Newly purchased extinguishers do not need to be serviced the year they are bought, keep the receipt attached to the extinguisher for verification



FOOD TRUCKS, TRAILERS, AND STANDS

All mobile units producing grease laden vapors are required to have a Type I hood system with fire suppression installed.

- ☐ Type I hood suppression systems are required to be inspected every 6 months. Vendors shall have a current inspection tag attached to verify the status of the system
- ☐ Hood systems shall be cleaned at regular intervals based on the amount of grease produced
- ☐ Filters shall be cleaned as needed, be in place during cooking, and have a proper fit

PORTABLE COOKING EQUIPMENT

All cooking equipment must meet or exceed the following requirements:

Any cooking equipment being used at a special event **SHALL** be of Commercial Grade. The vendor is responsible for producing documentation for the appliance upon request by the fire inspector. **Turkey cookers/Turkey Fryers shall not be used for special events unless approved by the Fire Marshal.**



BUTANE OR PROPANE EQUIPMENT

- ☒ Single butane burners may be used indoors by vendors who are knowledgeable and competent with the safe operation of these devices
 - These devices shall not be located on combustible surfaces and will require a non-combustible barrier to be placed between the device and the combustible surface
 - All hot contents produced or used must be disposed of in a metal container

- ☒ The maximum size of LPG tank that can be used inside of a tent/booth is 1.5 gallons or less. LPG tanks with more than 1.5 gallons must be stored a minimum distance of 10' from outside of the tent/booth.

- Tanks must have a shut-off valve
- Stoves must have an on-off valve
- ☒ Hoses must be of an approved type for use with the equipment



- ☒ Tanks must be protected from damage and secured in the upright position
- ☒ Propane tanks must have a pressure regulator located at the tank valve

- These requirements shall also be followed by all trucks, trailers, and stands

- ☒ Butane or propane tanks cannot be stored in tent/booths
- ☒ Tanks must be turned off when not in use



- ☒ All gas connections must be tested for leaks prior to use
- A minimum of eighteen inches (18") must be provided between the tent/booth backdrop material and cooking appliance
- A minimum of sixteen inches (16") must be provided between deep fat frying appliances, woks, and open flame stoves. An alternative to the sixteen inches (16") separation requirement includes the provision of a sixteen-inch (16") in height, full width splashguard

CHARCOAL BARBECUE COOKING

- ☒ Charcoal barbecue cooking is prohibited inside structures and inside tents/booths
- Charcoal cooking must be performed only in areas away from public access and shall be located a minimum of 5 feet (5') from any booth with a minimum of 10 feet (10') from any permanent structure
- ☒ Only commercially sold charcoal lighter fluid or electric starters may be used (no gasoline, kerosene, etc.)
- ☒ Storage of starter fuel in the tent/booth is not permitted

- ☒ Coals must 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

DEEP FAT FRYING

- All deep fat fryers shall be located on a solid level surface, to prevent tipping or spilling of hot grease and meet all manufacturers installation and operation requirements (per owner's manual)
- Each tent/booth must have a minimum of one 2A-20BC rated portable fire extinguisher (see extinguisher requirements)
- ☒ Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require one Class K fire extinguisher in addition to the ABC extinguisher
- ☒ Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency
- ☒ Each extinguisher must be visible and accessible and located away from the cooking area

HOUSEKEEPING

- Only non-combustible materials should be used in cooking areas and around heat sources
- ☒ Trash containers should be emptied regularly
- Clean all cooking surfaces regularly to prevent the build-up of grease
- ☒ Coals and other waste shall not be disposed in the storm water system

ELECTRICAL AND GENERATORS

Generators

Generators that are part of a trailer or food truck will be subject to approval by the Fire Marshal, all other portable generators shall be:

- ☒ Located not less than 20 feet from any tent or membrane structure
- ☒ Must be isolated from public contact by fencing, enclosure, or other approved means
- ☒ Refueling shall not take place less than 20 feet from any tent or membrane structure
- ☒ Fuel storage shall be not less than 50 feet from any tent or membrane structure.
- ☒ Portable generators shall not be used indoors

Note: Generators must be operated as manufacturers' have intended and must not be covered or altered in such a way that will create a hazard. Any such condition must be corrected prior to generator use in any event.

Electrical

- ☐ All electrical cords shall be of the proptype
 - Indoor cords shall not be used outdoors
 - All weather cords may be used inside
- ☐ Mutiplug adapters without a fusible link are prohibited
 - Cords may have a built in three way multi plug
 - Surge protectors, or multiplugs with a fusible link are allowed
- ☐ Cords must have a ground, two prong extension cords are prohibited

INDOOR USE ONLY



Examples



CANDLES AND OPEN FLAMES

The use of candles and open flames at any event is subject to review by the Fire Marshal.

OPEN FLAME DECORATIVE DEVICES (this does not include flaming effects, pyro, or cooking devices)

- ☐ Class I liquids, Class II liquids, and LP gas shall not be used as fuel
 - Liquid or solid fueled devices that have more than 8 ounces of fuel must self-extinguish and not leak more than .25 teaspoon per minute if tipped over
- ☐ The device holder shall be constructed to prevent the spillage of liquid fuel or wax at a rate of .25 teaspoon per minute or more when then holder is not in an upright position
- ☐ The device holder shall be designed to return to an upright position when tilted to a 45 degree angle

- Exception: if the device self extinguishes when tipped or the fuel/wax doesn't spill at a rate of .25 teaspoon per minute
- ☒ The flame shall be enclosed except where openings on the side are not more than .375 inch diameter or where openings are on the top and the distance to the top is such that a piece of tissue paper placed on the top will not ignite in 10 seconds.
- Chimneys shall be made of noncombustible materials and securely attached to the open-flame device
 - Exception: A chimney is not required to be attached to any open-flame device that will self-extinguish if the device is tipped over.
- ☒ Fuel canisters shall be safely sealed for storage
- ☒ Storage and handling of combustible liquids shall be in accordance with the International Fire Prevention Code.
- ☒ Shades, where used, shall be made of noncombustible materials and securely attached to the open flame device holder or chimney.
- Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning, and shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.

BONFIRE, RECREATIONAL FIRES, AND PORTABLE OUTDOOR FIREPLACES

Fires are prohibited on all beaches and within the City Limits of Fountain Inn

Exceptions:

BONFIRES

- The Bonfire shall not be located within 50 ft. of any structure, roadway, woods or brush. Greater distances may be required by the Fire marshal.
- The Bonfire shall be no larger than 5 ft. X 5 ft. X 5 ft. in size.

RECREATION FIRES (a fire similar to a campfire setup)

- Recreational fires shall not be conducted within 25 ft. of a structure or combustible material.
- The fire shall be no greater than 3 ft. wide and 2 ft. high.
- Conditions which could cause a fire to spread shall be eliminated prior to ignition.

PORTABLE OUTDOOR FIREPLACES (fabricated unit that houses the fire, includes models fueled by LPG)

- Portable outdoor fireplaces shall be used in accordance with manufacturer's instructions and shall not be operated within 15 ft. of a structure or combustible material.

FUEL RESTRICTIONS

- Fuel for fires shall consist only of clean dry firewood. Wooden pallets are not considered to be firewood and are not allowed to be burned.
- Fires shall not contain rubbish, construction materials, garbage, trash or any material made of rubber, plastic, or petroleum and shall not contain any flammable or combustible liquids.
- The Fire Marshal may prohibit any or all fires which are or could be offensive or objectionable due to smoke or odor emissions.

FIRE ATTENDANTS

- Fires shall be constantly attended by a competent adult, who will oversee the operation until such fire is extinguished. A minimum of one 4-A extinguisher or other approved on site fire extinguishing equipment shall be available.
- The responsible person assigned the task of "fire attendant" shall not perform any other duties while performing the duties of a "fire watch" (i.e. sweep floors, empty trash, etc).

WEATHER

- ☒ No fires shall be burned if wind conditions are 15MPH or above.

CLEAN UP

- After any fire has been conducted, all material burned or unburned shall be removed and disposed of at once (after ensuring all embers have been water soaked).
- Ash shall be disposed of in a non-combustible container.

FIREWORKS, PYRO, AND FLAMING EFFECTS

All special events using fireworks, pyro, and flaming effects need to fill out an application with the South Carolina Fire Marshal's Office, **no exceptions.** 803 896-9800. Once completed and returned from the state, the event organizer shall obtain a permit from Fountain Inn Fire Department.

DECORATIVE MATERIALS

Decorative material used in tents for effect, presentation, or general display must meet flame resistance criteria. Materials being used must have a certificate from the manufacturer authenticating the flame resistance of the item or it must be properly sprayed with a flame resistant chemical treatment. All treatment applications must be approved prior to any spraying. Not all materials are capable of being treated and will be evaluated by the Fire Prevention Division. All material that is able to be sprayed must have proper documentation in writing attesting that all manufacturer requirements and methods have been followed during the application process.

PLATFORMS

All food vendors utilizing cooking equipment that uses or produces grease laden vapors will be required to have an approved platform when operating on the streets of Fountain Inn. Vendors or promoters that do not have platforms properly built or that do not have them at all will not be allowed to cook on the streets.

The design requirements for food vendor platforms:

- ② The platform shall have completely level working surface.
- ② The platform shall be large enough to create a working surface for all workers and equipment without a gradient change.
- ② Roofing felt paper shall be used to cover the surface of the decking before cooking equipment is put in place.

Platforms that do not meet the minimum requirements will not be approved to operate. Any vendor that has concerns should complete the vendor/sponsor sheet form and submit it to the event organizer.

Fire Prevention will inspect the cooking platforms prior to use. The Fire Marshal or his/her representative shall have the final say as to if the platform is stable enough to use.

Wooden Platform Specifications

- The decking for the platform shall be a minimum of $\frac{3}{4}$ plywood sheets.
- The minimum size lumber to be used as the support structure for the plywood decking shall be 2" x 8" boards
- ☐ Hardware fasteners to be used for construction shall be all weather decking screws. (no nails)
- ☐ An alternative material that cooking food vendors may use is composite decking. The decking must be approved by Fire Prevention and the Health Department before use.

Composite Platform Specifications



Wooden Decking



Composite Decking

THE FIRE MARSHAL AND/OR HIS REPRESENTATIVE RESERVE THE RIGHT TO STOP ANY UNSAFE OPERATION, TO INCLUDE THE REVOCATION OF ANY ISSUED PERMIT

Appendix A

Tent Distance Visual Guide



Non-cooking



Cooking

20 feet



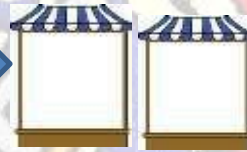
Cooking and non-cooking tents need to be separated by at least 20 feet



Cooking



20 feet



Non-cooking

Tents used for the same purpose do not need to be separated



10 feet



500 gallons or less:

Propane cylinders 500 gallons or less must be at least 10 feet away from any tent, unless otherwise approved by the Fire Marshal.



25 feet



Greater than 500 gallons:

Propane cylinders more than 500 gallons must be at least 25 feet away from any tent



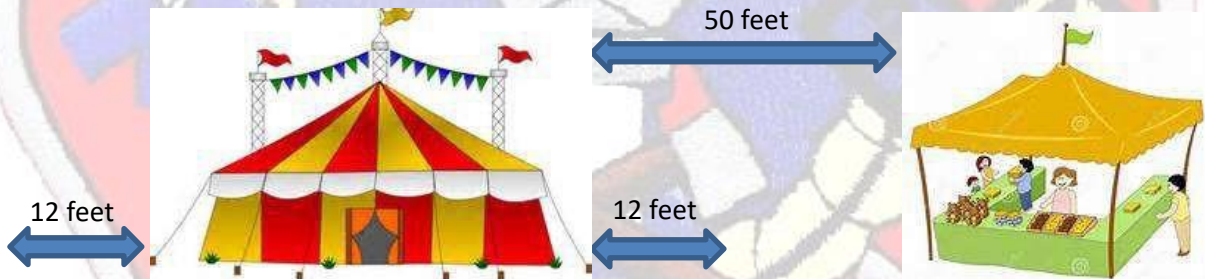
Propane cylinders must have the regulator at the tank



20 feet



Generators need to be at least 20 feet from any tent. Generators also need to be isolated from public contact.



Tents greater than 15,000 square feet are required to be at least 50 feet from any tent or building. A 12-foot fire break must be maintained from support ropes or other obstructions on all sides of the tent.

Exception: A tent 15,000 square foot tent may be closer than 50 feet if it is adjoined to another tent by a corridor.