



## FIRE DEPARTMENT

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## SPECIAL EVENT TENT/CANOPY INSPECTION CHECKLIST

**Below are guidelines to be used for the Yuba City Fire Department (YCFD) portion of the Special Events safety inspections. This list does not cover every possible item that will be inspected, nor does meeting all the guidelines listed below guarantee that a unit will pass inspection.**

### SITE PLAN DIAGRAM & DETAILS

- ☐ Provide a detailed scale drawing of tent dimensions, location of tent(s), egress, interior layout of tables & chairs, size of exits, location of fire extinguishers, proposed occupant load, and distances from structures & traffic. (2022 CFC 3103.6)
- ☐ A permit shall be required when the membrane structure has an area in excess of 400 sq. ft (2022 CFC 3103.2)
- ☐ For uses where several smaller tents (10 ft. X 10 ft.) are used and these are located directly adjacent to one another, a permit may be required subject to the review of the Fire Marshal. In no case shall more than seven 10 ft. X 10 ft. tents be located adjacent to each other. (2022 CFC 3103.2)

### TENT/CANOPIES REQUIREMENTS

- ☐ Fire apparatus access roads shall be provided. (2022 CFC 3103.8.1)
- ☐ Fire lanes and fire hydrants shall remain unobstructed at all times.
- ☐ The structure shall not be located within a fire lane or public street, unless approved during the permitting process.
- ☐ A minimum of 20 ft. clear width shall be provided around the tent, and shall be no closer than 20 ft. to lot-lines, buildings, other temporary structures, or vehicles. Support ropes and guy wires are not included. (2022 CFC 3103.8.2)
- ☐ Hay, straw, shavings or similar combustible materials shall not be located within any tent or air-supported structure. (2022 CFC 3107.2)
- ☐ A minimum of one 2A-10BC fire extinguisher shall be provided every 150 feet (maximum travel distance to fire extinguishers is 75 feet). (2022 CFC 3107.9)
- ☐ A minimum of a 12 foot "fire break" shall be provided around the exterior of the tent/membrane structure that is free of guy ropes or other obstructions. (2022 CFC 3103.8.6)
- ☐ All vehicle parking and other internal combustion engines shall be at least twenty feet (20') from any tent/canopy. (Title 19, Division 1, Sec. 312)

## **SAFETY AND STABILITY FOR ALL TENTS**

- ☐ All tents must meet approved flame propagation test method NFPA 701 (CPAI 84 alone does not meet the standard). (2022 CFC 3104.2)
- ☐ Gates & barriers shall not obstruct exits from tent. (2022 CFC 3103.12)
- ☐ No smoking allowed under the tent. (2022 CFC 3107.3)
- ☐ Tent legs must be secured per manufacture's recommendation. Water-filled vessels shall not be used to anchor a tent or membrane structure unless approved and in accordance with the tent or membrane structure manufacturer's instructions. (2022 CFC 3103.9.4)
- ☐ Fireworks, open flames and devices capable of igniting combustible materials shall not be used in or adjacent to a temporary membrane structure, tent or canopy, unless otherwise approved. (2022 CFC 3107.4)
- ☐ Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means. (2022 CFC 3107.16)
- ☐ Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents and canopies. (2022 CFC 3107.14.3)

## **COOKING TENTS**

- ☐ Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 ft. (2022 CFC 3107.12.5)
- ☐ Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 ft. of a tent, canopy or membrane structure. (2022 CFC 3107.12.6)
- ☐ LP-gas containers (Propane) shall not be located within the tent and shall be a minimum of 10 ft. from all tents, canopies or membrane structures. (2022 CFC 3107.13.2)
- ☐ Warming of foods and similar operations using solid flammables or other similar devices that do not pose a fire hazard, shall be permitted. (2022 CFC 3107.12.4)
- ☐ Flammable or combustible liquids shall not be located within a tent, canopy or membrane structure, and shall be located a minimum of 50 ft. away. (2022 CFC 3107.14.2)
- ☐ Cooking and heating equipment shall not be located within 10 ft. of an exit. (2022 CFC 3107.12.3)
- ☐ Electrical cooking and heating equipment shall comply with the California Electrical Code & NFPA 70.

## **OPEN FLAME HEATING NOT ALLOWED**

- ☐ Portable outdoor fuel-fired appliances are prohibited inside tents/canopies. (2022 CFC 3107.14.1)
- ☐ Open flame devices emitting flame, fire, or heat (e.g. candles, propane heater, kerosene heaters, fire pits, cooking devices etc.) are not allowed inside or within 20 ft of tents/canopies. (2022 CFC 3107.12)

## **ELECTIRICAL**

- ☐ All cords must be plugged directly into an approved receptacle and shall only serve one (1) appliance unless approved by the Fire Code Official. Extension cords must be of the grounded type when serving grounded appliances or fixtures. (2022 CFC 603.1.1, 603.6-603.6.4)
- ☐ Extension cords must be located in a manner so as not to create a safety hazard by people walking and tripping on the cord.