TACOMA FIRE DEPARTMENT

Information Bulletin



Indoor Booth Safety Requirements

The City of Tacoma would like to encourage event promoters in their efforts to develop activities in the City that may be of interest to our visitors as well as residents. However, it is necessary to balance the probable impact of the event with the safety needs of the participants as well as the rest of the community. The following information details the fire safety requirements for your inside booth.

Indoor Venue Requirements

- All skirting, curtains, and display coverings, including cardboard and paper, shall be flame retardant. Flame retardant verification is the responsibility of the owner. Skirting, curtains, and display coverings not proven to be flame retardant are not allowed and will be ordered to be removed immediately by the Fire Marshal. See Information Bulletin Flame Proofing and Combustible Storage.
- All lattice, pegboard, and any other thin wood material less than ¼ inch thick shall be covered with flame retardant covering. Flame retardant verification is the responsibility of the owner. Items not proven to be flame retardant are not allowed and will be ordered removed immediately by the Fire Marshal.
- Any collection of empty cardboard boxes or combustible waste inside is prohibited, except when stored in metal containers with metal covers.
- Storage of "extra" stock in cardboard boxes will be in locations approved only by the Tacoma Fire Department and the promoter.
- Use of Flammable Gases: LPG, Butane, Natural Gas/CNG all requires a permit.

- Cylinders shall be removed nightly. Fire extinguishers will be required based on each booth's hazard. Cylinders will be shut off when not in use. Under no circumstances will any burnable objects (paper, plastic, wood) be allowed within 18" of open flames. Greater distances may be required. Empty cylinders shall be removed immediately. Any variance must be approved by the Fire Marshal.
- Electrical: If extension cords are used, a minimum of 14 gauge grounded cord is required. If the cord on the appliance being powered is larger than 14 gauge, the extension cord shall be at least the same gauge as the power cord. Electrical installation shall be in accordance with nationally recognized safety practices. No ungrounded "zip" cords are allowed.
- Cords, wires, ropes, or other obstructions shall not be strung on the floor where people normally travel unless special provisions have been made with the Fire Marshal so danger of tripping is eliminated. Jumpers or wire protection ramps are required.
- Flammable Liquids in any container are prohibited unless permitted by the Fire Marshal.

- Heating Devices: Cooking, warming, and heating appliances will be allowed by permit only. Combustible clearance of 18" is necessary. Fire extinguisher based on hazard will be necessary.
- No burning of solid fuels, i.e. wood or wood pellets, is allowed in the building. Burning of LPG in natural gas stoves, inserts, fireplaces, or barbecues is by separate permit only. Grease Frying (grill or deep fat): Grills will be walled with a 6"minimum height. A hood and duct exhaust fan and a currently certified UL 300 extinguishing system is required for cooking in a trailer with a Class "K" extinguisher installed. A Class "K" rated portable extinguisher is also required for frying operations in booths. A 2A10BC is also required for all cooking operations.
- Fire Extinguishers will be required based on each booth's hazard. Extinguishers shall have a current certification tag or a receipt showing the date of purchase within the last 12 months.
- All cut Christmas trees shall conform to the Tacoma Fire Departments Information Bulletin (Fire Code Regulations for Holiday Decorations).
- Ground Coverings: All rugs shall be made of flame retardant material. Untreated wood chips or shavings are prohibited.
 Dampened beauty bark will be permissible in limited quantities and shall at no time cover electrical wires or connections.
- Tents and Enclosed Covered Spaces: A permit is required for any tent over 200 square feet or enclosed covered room having floor space greater than 400 square feet. Two separate means of exit are required for an occupancy load of 50 or more. Those exits which are not obvious

- shall have posted exit signs. Tents, including their sidewalls, shall be of flame-retardant material or shall be made fire retardant in an approved manner. They are only allowed in unsprinklered areas.
- Open Flame or Burning: No open flame, burning, or use of any device that emits heat is permitted without a Fire Department permit.
- All pressurized gases permitted shall be adequately secured to prevent falling or being knocked over.

A violation of any of the above policies could result in the removal of the exhibit and/or a citation being issued. If you have questions, special situations, or need a permit, contact the Fire Prevention Bureau at 591-5740 prior to setup.