



## TACOMA FIRE DEPARTMENT

# Information Bulletin

## Outdoor Booth Requirements

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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 outside booth.

### Booth Vendors - Outdoor

- 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. See TFD Information Bulletin [Flame Proofing and Combustible Materials](#).
- Any collection of empty cardboard boxes or combustible waste is prohibited, except when stored in metal containers with metal covers.
- Propane: The use of propane is by Fire Department permit only. Use of propane will be limited to an aggregate quantity of 20 gallons per booth. Tanks will be removed nightly. Tanks will be shut off when not in use. Under no circumstances will any burnable objects (paper, plastic, wood) be allowed within 18" of propane flames. Greater distances may be required. Empty propane bottles shall be immediately taken off site. 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.

- Grease Frying (grill or deep fat): Cooking with grease will be by permit only. The same conditions listed under Heating Devices will be mandatory. In addition, a hood and duct exhaust fan with a currently certified UL 300 listed extinguishing system is required for cooking in a trailer with a Class “K” extinguisher. Grills will be walled with a minimum of 6” walls. A Class “K” extinguisher is also required to be in the booth for frying operations. A 2A10BC extinguisher is also required for all cooking operations.
- 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.
- 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.

*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.*

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