

OSCEOLA COUNTY FIRE RESCUE AND EMERGENCY MEDICAL SERVICES

DIVISION OF LIFESAFETY MANAGEMENT



FIRE SPECIAL EVENT PERMITTING REQUIREMENTS

1. Definitions:

- a. Assembly: An occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation or similar uses or, used as a special amusement building, regardless of occupant load.
- b. Authority Having Jurisdiction (AHJ): The individual responsible for approving equipment, materials, installations, and procedures relating to fire and life safety. The AHJ for unincorporated Osceola County is herein referred to as the "Fire Marshal".
- c. Carnival: A public event, typically held outdoors and offering entertainment and exhibitions
- d. Convention: A large meeting or conference, especially of members of a particular profession
- e. Exhibition: An event in which the display of products or services is organized to bring together the provider and user of the products or services or a public display of works of items of interest, held in a gallery, museum, or at a trade fair.
- f. Fair: A gathering of amusements for public entertainment
- g. Fire Watch: The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires, or protecting the public from fire or life safety dangers.
- h. Festival: An organized series of concerts, plays, or movies, typically one held annually in the same location
- i. Grandstand: A structure that provides tiered or stepped seating
- j. Motorized Vehicle: any vehicle that is propelled by an internal combustion engine using a Class I or Class II fuel, such as but not limited to automobiles, trucks, motorcycles, aircraft, watercraft, and lawnmowers.
- k. Special Amusement Building: Temporary, permanent, or mobile building that contains a device or system that conveys passengers or provides a walkway along, around, or over a course in any direction as a form of amusement arranged so that the egress path is not readily apparent due to visual or audio distractions or an intentionally confounded egress path or is not readily available due to the mode of conveyance through the building or structure.
- l. Trade Show: an exhibition at which businesses in a particular industry promote their products and services
- m. Venue: A place where an organized event, such as but not limited to, a concert, carnival, or sporting event, takes place.

2. Permits Required:

- a. The following shall require a Fire Special Event (FSE) Permit:
 - i Assembly of 50 or more people within a building not classified under the building code as a place of assembly
 - ii Assembly of 50 or more people within a building classified as an assembly but not within the normal operational scope for the occupancy, its staff and management.
 - iii Ballpark, Sports Arena, or Stadium events where field occupancy will take place by the public
 - iv Carnival, fair, or festival that is open to the public
 - v Exhibitions and Trade Show; (outdoor or indoor), and/or potentially hazardous situations.
 - vi Any event that utilizes riser seating. Must provide engineered drawings

- vii Events that require the Fire Alarm System to be “off” or specific alarm devices to be bypassed.
 - viii Events with heavy products such as rigging, stage, risers, lighting, decorations, soft goods
 - ix The display or operation of any heater, barbeque, open flames, candles, lamps, torches, etc.
 - x Portable grandstands (Events utilizing portable grandstands not already attached to another event application)
 - xi Motorized Vehicle displays within an assembly building or tent (not already attached to another event application)
 - xii Special Amusement buildings
- b. Other Fire Permits required:
- i Temporary membrane structures or tents having an area in excess of 900 square feet require a separate Osceola County Tent Permit and Fire Inspection.
 - ii Pyrotechnics, Fireworks, Special Effects, or laser shows require an Osceola County Fire Rescue Fireworks permit.
- c. Permits not required:
- i A permit is not required for conferences in an occupancy classified as an assembly specifically and solely for the purpose of a meeting, training, or a general session;
 - (1) This is contingent on any use of stages, projection screens, drapes, or chairs are those owned and installed by the host occupancy and have been previously approved by the Fire Marshal's Office.
 - (2) Hosting of a conference is within the normal operational prevue of the occupancy and its staff
 - (3) No trade show or exhibition is being conducted as part of the conference (If a tradeshow or exhibition is being operated in conjunction with the conference, only one permit for the Tradeshow or Exhibition is required)
 - (4) The venue management is still required to comply with all Lifesafety requirements under the Florida Fire Prevention Code and ensure that crowd managers are in place as stipulated in said code.
 - (5) For Assembly Occupancies with an occupant load of 6,000 or greater, an approved annual Life Safety Evaluation and Emergency Action Plan must be on file with the Fire Marshal's Office.
 - (6) For Assembly Occupancies with an occupant load less than 6,000, an approved annual Emergency Action plan must be on file with the Fire Marshal's Office.
 - ii A permit is not required for banquets in an occupancy classified as an assembly specifically and solely for the purpose of providing a meal to a large group with the following conditions:
 - (1) No food preparation is being performed in the area of assembly
 - (2) Any buffet-style food service in the area of assembly must be within the venue's normal operational parameters
 - (3) The venue management is still required to comply with all Lifesafety requirements under the Florida Fire Prevention Code and ensure that crowd managers are in place as stipulated in said code.
 - (4) For Assembly Occupancies with an occupant load of 6,000 or greater, an approved annual Life Safety Evaluation and Emergency Action Plan must be on file with the Fire Marshal's Office.

- (5) For Assembly Occupancies with an occupant load of less than 6,000, an approved annual Emergency Action plan must be on file with the Fire Marshal's Office.

3. General Requirements:

- a. Permit Application Process
 - i For all Fire Special Event Permits (excluding firework permits) must be applied for by the venue operator where the event is taking place. Third-party contractors that are hired to coordinate the event and apply for the permit must be overseen by the hosting venue unless the venue location is on privately owned property not managed by a company or corporation.
 - (1) This requirement is to ensure that we maintain consistency among all submissions.
 - (2) While most trade shows and exhibitions have third-party companies facilitating the event and set up, the venue itself is ultimately responsible for the safety of the staff and visitors attending at their property.
 - ii The permit application must be applied online on the Osceola County Permitting website at www.permits.osceola.org. An application may also be requested over the counter at the Osceola County Permitting Office located at 1 Courthouse Square, Kissimmee, FL 34741.
 - iii The completed application shall be completed no later than **twenty-one business days prior to the event**.
 - iv The application shall be completed in full and have all required documentation uploaded. Incomplete applications will receive a "Denial" notification and will be required to upload revisions.
 - v The application and plans will be reviewed, with any required modifications noted. If approved, the plans will be stamped "Approved," initialed and dated, and returned to the applicant. The Fire Prevention Bureau will retain one copy of the plans.
 - vi Plans which are "Not Approved" will be required to be resubmitted.
 - vii Once your permit application has been approved, the applicant is responsible for going online and scheduling the required Lifesafety Inspection through the Osceola County Permitting site using the assigned Fire Special Event Permit number.
 - viii Any major modifications or changes after the plans have been approved must be resubmitted online requesting a "Revision after Issuance."

3. Trade Shows and Exhibitions

- a. The application shall be submitted with the following:
 - 1. Name of the trade show and/or exhibition;
 - 2. Name and address of the site of the setup;
 - 3. Date and time of setup of trade show and/or exhibition;
 - 4. Square footage of area;
 - 5. Approximate anticipated maximum occupant load;
 - 6. List of all Crowd Managers that will be utilized as well as a copy of their Crowd Manager certification (unless on file), and
 - 7. Plans shall contain the following information:
 - (a) The location of all exits;
 - (b) The width of the aisles and aisle access;
 - (c) The location of any lobby(ies) and intended use;

- (d) The location of booths and the registration area.
 - (e) Seating diagram and seating connection requirements
- b. The trade show and/or exhibit shall be set up as indicated on the approved plans.
- c. Exits and Aisles (see exhibits below)
 - 1. Booths that require 50 feet or more of travel distance to reach the exit access aisles shall be provided with a minimum of two exits remote from each other.
 - 2. Aisles must be arranged so that the max distance from an aisle within the seating area (aisle accessway) is 36 ft.
 - 3. The aisle accessway between rows of seating shall have a clear width of not less than 12 inches, and this shall be increased as a function of row length.
 - 4. The 12 in. minimum clear width of aisle accessway specified shall be increased by 0.3 in. for every seat over a total of 14 but shall not be required to exceed 22 in.
 - 5. Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row.
 - 6. Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft in length from any seat to an aisle
 - 7. Aisles shall not be less than 44 in. where serving an occupant load exceeding 50
 - 8. Aisles shall not less than 36 in. where serving an occupant load of 50 or fewer
 - 9. Dead-end aisles shall not exceed 20 ft in length.
 - 10. Seats in assembly occupancies accommodating more than 200 persons shall be securely fastened to the floor, except where fastened together in groups of not less than three.
 - 11. Exits and aisles shall be clear of all obstructions. This includes charts, easels, trailer tongues, etc.
 - 12. Exit signs shall be visible from any location in the room. If they are not visible, additional exit signs shall be posted to show the direction of travel to the exit.
 - 13. Loading doors shall be closed before opening the show and/or exhibition and shall remain closed while the show is open to the public.
- a. Lobby Area
 - 1. A lobby area may be utilized for registration provided:
 - (a) Storage of combustibles necessary for registration (i.e., paper, boxes, etc.) shall be limited to one day's supply and
 - (b) Registration booths and lounge areas shall be set up only in the designated areas as shown on approved plans and shall not impede required egress.
- b. Exhibit Booths
 - 1. All exhibit booths must be arranged in accordance with Life Safety Code section 13.7.5
 - 2. Displays or exhibits may not interfere in any way with access to any required exit.
 - 3. Displays or exhibits may not interfere with firefighting equipment.
 - 4. The travel distance within the exhibit booth or exhibit enclosure to an established aisle may not be greater than 50 feet.
 - 5. Exhibit booths must be constructed of noncombustible material, limited combustible material, or flame-retardant materials.
 - 6. Multi-Level Booths
 - (a) Signed and sealed drawings by a licensed engineer are required upon permit submittal for multi-level booths.

- (b) The upper deck of multi-level exhibits greater than 300 square feet in area must have at least two remote means of egress that comply with Chapter 7 of the Life Safety Code.
- c. Fire Protection Equipment
 - 1. Single-level exhibit booths greater than 300 sq. ft. and covered with a ceiling or single-level booths that consist of multiple rooms and covered with a ceiling or a multi-level booth shall be protected with automatic extinguishing systems.
 - (a) Subject to the approval of the Fire Marshal, covered and multi-level booths may be attended to and protected by fire watch personnel in lieu of the automatic sprinkler requirements.
 - 2. Vehicles, boats, tents, and similar exhibited products having over 100 square feet of the roofed area shall be provided with a minimum of battery-operated smoke detectors.
 - 3. See section IX (A)(7) for cooking and warming device requirements.
 - 4. Clear access shall be maintained to fire protection equipment (i.e., extinguishers, fire alarm pull stations, fire hose cabinets, etc.).
 - 5. A 3-foot clearance shall be provided to and around fire protection equipment.
- d. Combustible Materials
 - 1. Materials required to be Flame Resistant
 - (a) All decorations, drapes, signs, banners, acoustical materials, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame resistant to the satisfaction of the Fire Marshal. This may require a field flame test to verify a satisfactory flame-retardant treatment.
 - (1) Field Flame Test: Materials shall not ignite and allow flame to spread over the surface when exposed to an open match flame. When a flame is held to the material for twelve seconds and continues to burn when the flame is removed, it is not flame-retardant. Some fabric and other materials are manufactured as flame resistant and will be labeled as such.
 - (b) Table coverings must be flame-retardant treated unless they lie flat with an overhang of no greater than six inches.
 - (c) Combustible materials which are 3/8 inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
 - (d) Certain materials cannot be made flame resistant, and their use is therefore prohibited. These include oilcloth, tar paper, sisal paper, nylon, orlon, and some other plastic materials.
 - 2. Other Combustible Materials
 - (a) Combustible materials shall be limited to a one-day supply and shall be maintained in an orderly fashion.
 - (b) Combustible materials (i.e., crates and boxes) shall be stored outside the building in an approved area or in a storeroom having a fire-resistance rating of at least two hours, which is protected by an automatic fire extinguishing system.
- e. Flammable/Hazardous Materials
 - 1. Materials prohibited inside a building include:
 - (a) Compressed flammable gases (i.e., acetylene, hydrogen, propane, butane, etc.);
 - (b) Flammable/combustible liquids (i.e., gasoline, kerosene, cleaning solvents, and other petroleum-based materials; and any other product labeled "flammable").The Fire Marshal must approve any exceptions.

- (c) Hazardous chemicals (i.e., pool chemicals, pesticides, herbicides, "poison," etc.), although it is permissible to have empty product containers for display purposes, and explosives and blasting agents.
 - 2. Nonflammable gases, which are allowed inside the building, must be secured in an upright position.
 - 3. Ammunition may be allowed under certain conditions. The stipulations shall be written for each trade show and/or exhibition.
- f. Open Flame
- 1. Open flame devices are prohibited.
 - 2. Candles may be used when approved by the Fire Marshal. Candles must be securely supported on a substantial noncombustible base so located as to avoid the danger of ignition of combustible materials. The candle flame shall be protected. The intended use of candles must be disclosed at the time of plan submittal.
 - 3. See 4 j (a) (1) below for Sterno use.
 - 4. Welding or soldering is prohibited.
- g. Cooking and/or warming devices, as well as heated products
- 1. These devices may be used under the following circumstances:
 - (a) The devices shall be electric and shall be approved by a recognized testing laboratory (i.e., UL, FM).
 - (1) Note: Sterno may be used for warming trays.
 - (b) The devices shall be separated from the public by either placing the device a minimum of 4 feet back from the front of the booth or by providing a Plexiglas shield between the cooking and/or warming device and the public.
 - (c) Individual devices shall not exceed 288 square inches of surface area (i.e., 12 inches x 24 inches).
 - (d) The table surface holding the device shall be of noncombustible material.
 - (e) A minimum of 2 feet shall be kept between cooking devices.
 - (f) Combustible materials shall be kept a minimum of 2 feet away from any device.
 - (g) A 20BC extinguisher shall be provided. In addition, either a tight-fitting lid for each device shall be provided, or an approved automatic extinguishing system shall be provided within the booth. A warming device shall only require a 2A10BC extinguisher.
- h. Motorized Vehicles
- 1. Motorized Vehicles may be allowed in the building for display purposes, provided they meet the following requirements:
 - (a) All fuel tank openings shall be locked and sealed in order to prevent the escape of flammable vapors.
 - (b) Both battery cables shall be disconnected from the terminals during the time the vehicle is in the building. Loose cable ends shall be taped to cover all exposed metal.
 - (1) Alternative disconnect switches are allowed; documentation of the disconnect switch must be provided to the Fire Inspector during the inspection.
 - (c) Batteries used only to power auxiliary equipment are permitted to be kept in service
 - (d) Fueling or removing fuel from the tank inside the building is prohibited.
 - (e) Fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gal of fuel, whichever is less.
 - (f) Vehicles shall not be moved during show hours.

2. If any Motorized Vehicle is to be moved or started during the event, a certified Fire Watch is required and must be approved by the Fire Marshal's Office during the application process.
3. The applicant shall be responsible for ensuring each vehicle has completed the Osceola County Fire Rescue Vehicle Inspection Check Sheet and that it is placed in the vehicle in plain view.

i. Fog and Smoke

1. The effect of "fog" or "smoke" is permitted during shows, exhibit halls and special events with the following provisions:
 - (a) When detectors are bypassed in the area of the special effect, the public assembly facility must provide a fire watch in the immediate vicinity of the show, exhibit or special event who has the ability to communicate with a constantly attended location within the facility.
 - (b) The constantly attended location must have the ability to directly communicate with Osceola County Fire Rescue Dispatch.
 - (c) Immediately following the show, exhibit or special event, the fire alarm system must be restored to normal operating condition.
2. The designated responsible person must remain in the immediate vicinity of the exhibit, show or special event until the fire alarm system has been restored.
3. The public assembly facility must maintain a fire alarm log available for review upon request.
4. A Firewatch is not required when "fog" or "smoke" is used during an event unless the fire alarm system is bypassed or otherwise mandated by the Fire Marshal.

j. Lasers

1. Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
2. A Laser Permit from Osceola County Fire Rescue is required. See attachment: Special Effects/Pyrotechnics Permit.
3. Provide information for laser light shows that includes FDA Accession number and variance, classification of the laser, sketches indicating the location of the laser, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls, and other reflective or diffuse surfaces which may be struck by laser beam, scanning beam patterns, scanning velocity and frequency in occupied areas.
4. For additional information, see <http://www.fda.gov/cdrh/comp/eprc.html> and <http://www.doh.state.fl.us/environment/radiation>.
5. For open-air shows where a laser beam is projected into the sky, submit basic beam information and a copy of the notification provided to the Federal Aviation Administration.
6. Lasers must also be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location.
7. Out-of-State lasers brought into the state for temporary use require notification to the Florida Department of Health, State Bureau of Radiation.
8. The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
9. Laser system users and staff must be trained on fire safety features prior to the laser's first use and at least annually thereafter.
10. Staff members must be trained in the use of portable fire extinguishers.
11. All training must be documented and available for review.

k. Prohibited Materials.

The following items shall be prohibited within exhibit halls:

1. Compressed flammable gases
2. Flammable or combustible liquids
3. Hazardous chemicals or materials
4. Class II or greater lasers, blasting agents, and explosives

l. Inspections

1. A spot inspection may be conducted at any time during the course of the trade show and/or exhibition.
2. A pre-opening inspection shall be conducted.
3. Building management shall be responsible for the correction of all fire code violations found. All violations are required to be corrected within the time determined by the Fire Marshal prior to the event start date and time.
4. The trade show and/or exhibition shall not be permitted to open without the approval of the Fire Marshal.

4. Festivals, Carnivals and Fairs

- a. The event sponsor shall submit to the Fire Prevention Division a permit application for the special event, which he/she is planning to contain the following:
 1. Name of the Festival, Carnival, or Fair.
 2. Name and address of the site of the setup.
 3. Date and time of setup of the Festival, Carnival, or Fair.
 4. Square footage of the area.
 5. Approximate anticipated maximum occupant load; and
 6. Comprehensive Lifesafety Plan (Shop Drawings)
 7. List of all Crowd Managers that will be utilized as well as a copy of their Crowd Manager certification (unless on file)
- b. The Authority Having Jurisdiction may require the operator to provide a full Life Safety Evaluation conducted by an independent agency to be submitted with the submittal of application based on the size and complexity of the event as identified in the Florida Fire Prevention Code NFPA 1 Chapter 10.14.3.
- c. A detailed Site Plan is required to be uploaded when applying for the permit. The site plan shall include:
 1. The name of all streets or areas that are part of the outdoor special event.
 2. The locations of the fire department emergency access lanes (20-foot minimum width); and must be within not less than 150 feet of any tent, concession stand, or booth.
 3. The location of temporary structures, stages, grandstands, medical treatment areas, evacuation relocation areas, fire protection equipment, etc. (where applicable).
 4. The location of any generators, flammable and/or combustible liquid storage.
 5. The location of non-food booths, food booths, and cooking areas.
 - (a) A detail or close-up of the food booth and cooking area configuration; booth identification signs or numbers of all vendors cooking with flammable gases or BBQ grills; and the location of tents.

6. Provide distances to nearby buildings, parking areas, and transportation routes (roads and driveways).
 7. If public/private streets or private driveways are to be blocked from vehicle access, you must submit a detailed map that shows streets with names and roadblock locations. If private driveways are involved, indicate the driveway address(es).
- d. In addition to the site map, any tents over 900 square feet shall be required to submit for a separate Tent permit to be reviewed and inspected by the Fire Marshal's Office.
- e. Standby Fire Personnel may be required depending on event type, size, duration, and hazards.
- f. Planning Documents
1. In addition, an evaluation will be made by the Fire Marshal's Office as to whether a Fire Suppression Plan, Evacuation Plan, Medical Plan and/or Communications Plan shall be required. These various plans may be required depending on the size, location, and complexity of the event. By addressing items in these planning documents, the Fire Marshal's Office will have the understanding that these concerns have been considered and planned for in advance of the event.
 - (a) Fire Suppression Plan
 - (1) Safety actions addressed in a Special Event Fire Plan could include, but not be limited to, the following:
 - (2) Evacuation actions in case of fire (wildland or tent areas) – this can be moving people to safety zones (center of playing fields or parking areas).
 - (3) Escape routes to safety zones to always remain open and accessible.
 - (4) Flammable vegetation is to be mowed down to near mineral soil in all public areas, and a clearance of a minimum of 30 feet to any standing vegetation is required.
 - (5) In addition to the separation requirements listed previously for Tents and Membrane Structures, flammable cooking locations will be a minimum of thirty feet from any flammable vegetation.
 - (b) Medical Plan
 - (1) A Medical Plan could indicate but not be limited to the following:
 - (2) Emergency Medical Technicians (if utilized) will be on the scene at all times.
 - (3) Designation of treatment area which ambulance and fire engine can access directly, or....
 - (4) Means of moving patient to an area where the patient can be accessed by ambulance and engine company personnel (only if patient condition warrants movement), or....
 - (5) Marked parking area that is proximal to playing fields and can be accessed by ambulance and engine company and which will remain open and always unblocked.
 - (6) Event personnel (transportation staff, parking staff, area coordinators, security personnel, medical personnel) are to be instructed that roads accessing established emergency parking/treatment areas are to remain unblocked at all times and are responsible for enforcing no blocking requirements.
 - (c) Communications Plan
 - (1) A Communications Plan might include:

- (2) A statement that all event workers, security personnel, and medical personnel will be advised of various plans (Fire, Medical, and Communications) and are prepared to implement said plans.
 - (3) The event coordinators, the on-site EMT, and security personnel are to be connected by mobile radio devices or cell phones.
- g. Additional Requirements:
 - 1. When it is deemed necessary for the safeguarding of life and property from fire, explosion, panic, or other hazardous conditions, which may arise at the outdoor special event, standby fire personnel, may be required to be present before and during the event.
 - 2. The fire lanes shall be kept clear at all times after the allotted time given.
 - 3. Concession stands utilized for cooking shall have a minimum of 10 feet of clearance on two sides and shall not be located within 10 feet of amusement rides or devices.
 - 4. All cooking appliances must be identified during the permitting process and identify the following:
 - (a) Type of cooking appliance
 - (b) Type of fuel
 - (c) Fuel quantities
 - (d) Refueling procedures
 - (e) Fuel storage location
 - (f) Quantities to have in storage
 - (g) Any fire suppression systems for cooking appliances
 - 5. A minimum of one portable fire extinguisher shall be provided for each concession stand.
 - 6. A minimum of one single-station smoke alarm shall be located in all stock or equipment trailers when they are used for sleeping purposes.
 - 7. Vendors shall comply with all fire safety requirements at all times while participating in outdoor special events.
 - 8. Vendors shall be ready for a fire inspection on the morning of the event or at any time throughout the day.

5. Special Amusement Buildings

- a. The operator of a Special Amusement building shall submit to the Fire Prevention Division a Special Event permit application containing the following:
 - 1. Name of the Special Amusement building or event;
 - 2. A comprehensive narrative that describes the event in detail
 - 3. Name and address of the site of the setup;
 - 4. Date and time of setup of the event;
 - 5. Square footage of area;
 - 6. Approximate anticipated maximum occupant load; and
 - 7. Comprehensive Lifesafety Plan (Shop Drawings)
- b. All Special Amusement buildings shall meet the requirements for Assembly Occupancies in the Florida Fire Prevention Code and all other requirements set herein unless the Special Amusement building is a multilevel play structure that is not more than 10 ft. in height and has an aggregate horizontal projection not exceeding 160 square feet.
- c. Every Special Amusement building other than those listed in 6b above shall be protected by an approved, supervised automatic sprinkler system.

- d. Where the nature of the Special Amusement building is such that it operates in reduced lighting levels, the building shall be protected throughout by an approved automatic smoke detection system.
- e. Activation of any smoke detection system device shall sound an alarm at a constantly attended location on the premises.
- f. All exit markings shall be in accordance with Section 7.10 of the Lifesafety Code.
- g. In special amusement buildings where mazes, mirrors or other designs are used to confound the egress path, approved directional exit marking that becomes apparent in an emergency shall be provided.

6. Field Occupancy (Assembly) at a Ballpark, Sports Arena or Stadium

- a. This only applies to assembly occupancy of a field within a ballpark, sports arena or stadium. Utilization of the field for normal operations as intended does not constitute the need for a permit.
- b. The application shall be submitted with the following:
 - 1. Name of the event.
 - 2. A comprehensive narrative that describes the event in detail
 - 3. Name and address of the site;
 - 4. Date and time of setup for any setup taking place;
 - 5. Square footage of the area to be occupied.
 - 6. Approximate anticipated maximum occupant load; and
 - 7. Comprehensive Lifesafety Plan (Shop Drawings)

7. Tents

- a. Permits for outdoor tents are only required for tents that are 900 sq. ft. or larger.
- b. The application shall be submitted with the following:
 - 1. Name of the event (If applicable)
 - 2. A comprehensive narrative that describes the intended use of the tent
 - 3. Name and address of the site
 - 4. Date and time of setup for any setup taking place
 - 5. Square footage of the tent
 - 6. Approximate anticipated maximum occupant load; and
 - 7. Comprehensive Lifesafety Plan (Shop Drawings described in item "i" below)
 - 8. Copy of the flame resistance certificate must be submitted with the permit application for the tent.
- c. All tents must have a minimum of 10 ft. separation between stake lines.
 - 1. The minimum separation may require more than 10 ft. based on the egress width requirements for the number of occupants.
- d. Tent stakes adjacent to any means of egress from any tent open to the public shall be railed off, capped, or covered so as not to present a hazard to the public.
- e. The finished ground floor of the enclosed tent and a minimum of 10 ft. outside of the tent shall be cleared of any combustible or flammable materials or vegetation that is not necessary for support equipment.
- f. All tents must have the required exit signs, emergency lighting, fire extinguishers and signs as required by code.
- g. The required means of egress within the tent must be met in accordance with the code.
- h. Cooking in outdoor tents shall be permitted under the following conditions:

1. No cooking is allowed in tents occupied by the public.
 2. The use of deep fat fryers, fry-o-laters or other appliances having combustible liquids heated by LP gas, solid fuels, or electricity shall be protected by an approved hood fire suppression system or other approved means of extinguishment.
 3. All liquefied gas storage shall be not less than 5 ft. from the tent structure.
 4. The liquefied gas storage containers shall be located on a flat, stable surface and secured in place.
 5. No refueling of liquefied gas containers is permitted during cooking operations.
- i. When submitting permit applications for a tent, a shop drawing of the tent layout must be submitted with the application to include the following, but not limited to:
1. Demonstration of sidewalls
 2. Fire extinguisher locations
 3. Product, chairs, equipment, tables, etc. locations (Overall layout of the inside)
 4. Egress dimensions
 5. Exit sign locations,
 6. Emergency lighting locations
- j. If multiple tents are being used for the purpose of a large festival, carnival, fair, or other large outdoor venues, the interior layout of each tent can be submitted with the required Fire Special Event permit rather than with each individual tent permit.

8. Pyrotechnics Before an Audience and Flame Effects Before an Audience

- a. Flame Effects before an audience
1. An Osceola County Fireworks Permit is required for the combustion of solids, liquids, or gases to produce thermal, physical, visual, or audible phenomena before an audience.
 2. All flame effect materials and devices not connected for use shall be stored in an approved location.
 3. All flame effect materials removed from storage in anticipated use shall be stored in holding areas approved by the Fire Marshal
 4. The maximum quantity of flammable flame effect materials and devices stored in the holding area cannot exceed the quantity to be used for that day.
 5. All flammable flame effect materials and devices in holding areas shall be secured or supervised continuously by trained personnel.
 6. Submission of the permit application for Flame Effects before an audience shall require submission of a flame effect plan.
 7. The flame effect plan shall consist of the following:
 - (a) Name of the person, group, or organization responsible for the production
 - (b) Dates and times of the production, including setup start and end date(s) and time(s)
 - (c) The location of the production
 - (d) A site plan showing the following:
 - (1) A narrative description of the flame effect
 - (2) The location of flame effect devices to be fired and their controls and control sequence
 - (3) The area affected by the flame effect device
 - (4) The location of the audience
 - (5) The fuels used and their estimated consumption

- (6) Air for combustion and ventilation for indoor effects
 - (7) Flammable materials piping
 - (8) Storage and holding areas and their capacities
 - (9) Supplemental fire protection features
 - (10) Emergency response procedures
 - (11) Means of egress
- (e) A current material safety data sheet for the materials (fuels) consumed in the flame effect
- (f) Documentation that the combustible materials used for construction of the flame effects have been rendered flame retardant
- (g) Name of the effect operator
- 8. Fire protection and life safety systems shall not be permitted to be interrupted during the operation of flame effects.
 - (a) Portions of fire protection and life safety systems shall be permitted to be interrupted during the operation of temporary indoor flame effects when the following conditions are met:
 - (1) Approval of the Fire Marshal
 - (2) Written approval from the owner or owner's authorized agent
 - (3) An approved fire watch capable of directing the operations of all fire protection and life safety systems installed in the building is present
 - (4) The individual that will be taking the portion of fire protection and life safety systems temporarily offline, and who will be putting it back on line, shall be an individual trained in all aspects of the system. The individual's name shall be identified on the flame effect plan.
- 9. All flame effects operators must be at least 21 years of age
- 10. Flame effects before an audience may require standby fire safety personnel; this must be facilitated with the use of Osceola County Fire Rescue personnel.
- b. Pyrotechnics Before an Audience
 - 1. Use of pyrotechnics before an audience requires the issuance of an Osceola County Fireworks Permit.
 - 2. The application shall be submitted with the following
 - (a) Name of the person, group, or organization sponsoring the production
 - (b) Date and time of day of the production
 - (c) Exact location of the production
 - (d) Name of the person in charge of firing the pyrotechnics (i.e., the pyrotechnic operator)
 - (e) Number, names, and ages of all assistants who are to be present
 - (f) Qualifications of the pyrotechnic operator
 - (g) Pyrotechnic experience of the operator
 - (h) Confirmation of any applicable state and federal license held by the operator or assistant(s)
 - (i) Evidence of the permittee's insurance carrier or financial responsibility
 - (j) Number and types of pyrotechnic devices and material to be used, the operator's experience with those devices and effects, and a definition of the general responsibilities of assistants
 - (k) Material safety data sheet (MSDS) for the pyrotechnic material(s) to be used
 - (l) Diagram of the facilities where the production is to be held that shows the point at which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device used in the performance, and the lines behind which the audience is to be restrained

- (m) Point of on-site assembly of pyrotechnic materials and devices
- (n) Manner and place of storage of the pyrotechnic materials and devices
- 3. Fire protection and life safety systems shall not be permitted to be interrupted during the operation of flame effects.
 - (a) Portions of fire protection and life safety systems shall be permitted to be interrupted during the operation of temporary indoor flame effects when the following conditions are met:
 - (1) Approval of the Fire Marshal
 - (2) Written approval from the owner or owner's authorized agent
 - (3) An approved fire watch capable of directing the operations of all fire protection and life safety systems installed in the building is present
 - (4) The individual that will be taking the portion of fire protection and life safety systems temporarily offline, and who will be putting it back online, shall be an individual trained in all aspects of the system. The individual's name shall be identified on the flame effect plan.
- 4. All flame effects operators must be at least 21 years of age
- 5. Pyrotechnics Before an Audience may require standby fire safety personnel; this must be facilitated with the use of Osceola County Fire Rescue personnel.
- c. Outdoor Pyrotechnics Display
 - 1. Outdoor Pyrotechnics Display requires the issuance of an Osceola County Fireworks Permit
 - 2. The application shall be submitted with the following
 - (a) Name of the person, group, or organization sponsoring the production
 - (b) Date and time of day of the production
 - (c) Exact location of the production
 - (d) Name of the person in charge of firing the pyrotechnics (i.e., the pyrotechnic operator)
 - (e) Number, names, and ages of all assistants who are to be present
 - (f) Qualifications of the pyrotechnic operator
 - (g) Pyrotechnic experience of the operator
 - (h) Confirmation of any applicable state and federal license held by the operator or assistant(s)
 - (i) Evidence of the permittee's insurance carrier or financial responsibility
 - (j) Number and types of pyrotechnic devices and material to be used, the operator's experience with those devices and effects, and a definition of the general responsibilities of assistants
 - (k) Material safety data sheet (MSDS) for the pyrotechnic material(s) to be used
 - (l) Description of all other pyrotechnic displays and ground pieces
 - 3. Site plan must include the following information
 - (a) Location of the fireworks display
 - (b) Size and location of the discharge site
 - (c) Size and location of the fallout area
 - (d) Location of spectator viewing area or areas
 - (e) Location of parking area or areas
 - (f) Location of structures within display site
 - (g) Location and description of any hazards within the display site
 - 4. All flame effects operators must be at least 21 years of age
 - 5. Outdoor Pyrotechnics may require standby fire safety personnel; this must be facilitated with the use of Osceola County Fire Rescue personnel

9. Inspections

1. A spot inspection may be conducted at any time during the course of any Special Event or Pyrotechnic Displays.
2. An inspection shall be conducted prior to any event or display.
3. Building management shall be responsible for the correction of all fire code violations found. All violations are required to be corrected within the time determined by the Fire Marshal prior to the event start date and time.
4. The trade show and/or exhibition, or pyrotechnics display shall not be permitted to operate without the approval of the Fire Marshal.

Minimum Spacing for Assembly Areas With Non-Fixed Seating and Tables

These are the general requirements from NFPA 101, Sections 12.2.5 and 13.2.5. Examples are provided on pages 2 through 5. Contact the Fire Prevention office if you have questions or special circumstances.

Rule 1: Aisle Accessways shall **not be less than 12 inches wide**.

Rule 2: Where non-fixed seating is used, the 12 inches from Rule 1 is **measured from a point 19 inches from the table's edge** (the area occupied by a person sitting in a seat).

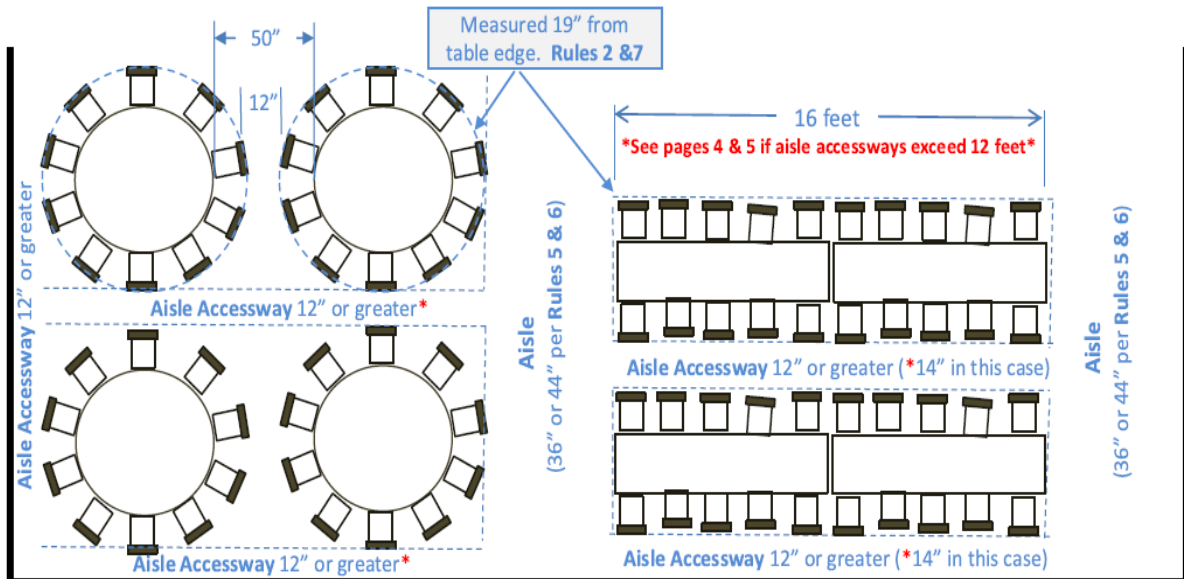
Rule 3: Aisle accessway width shall be increased by $\frac{1}{2}$ inch for every foot beyond 12 feet of accessway length. This is added to the 12 inches from Rule 1.

Rule 4: **Path of travel** from any seat along the aisle accessway shall **not exceed 36 feet to the closest aisle**.

Rule 5: Aisle width shall **not be less than 36 inches** where serving an occupant load of 50 or fewer.

Rule 6: Aisle width shall **not be less than 44 inches** where serving an occupant load greater than 50.

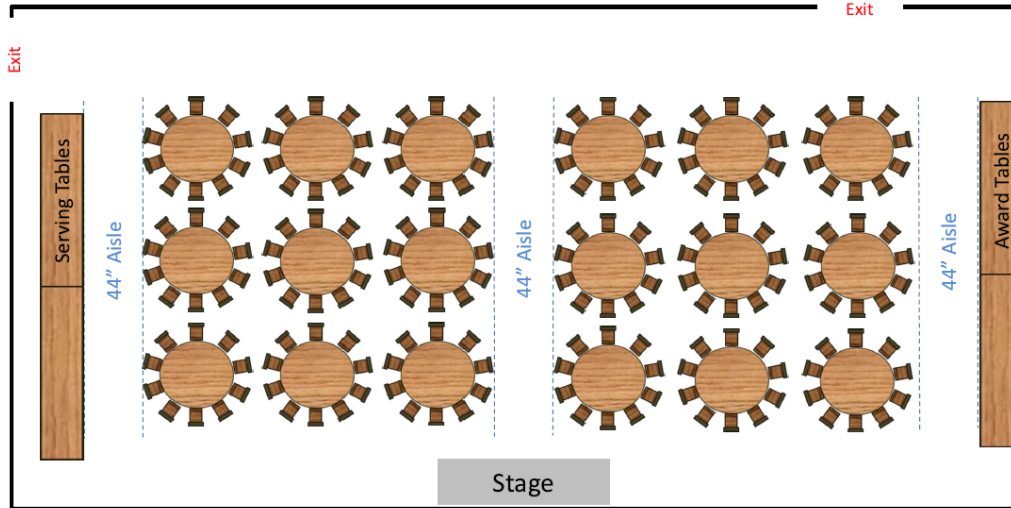
Rule 7: Where non-fixed seating is used, the 36 or 44 inches of rules 5 and 6 is **measured from a point 19 inches from the table's edge** (the area occupied by a person sitting in a seat).



Example 2

(Provided for illustration purposes only and not to scale or designed for any specific room)

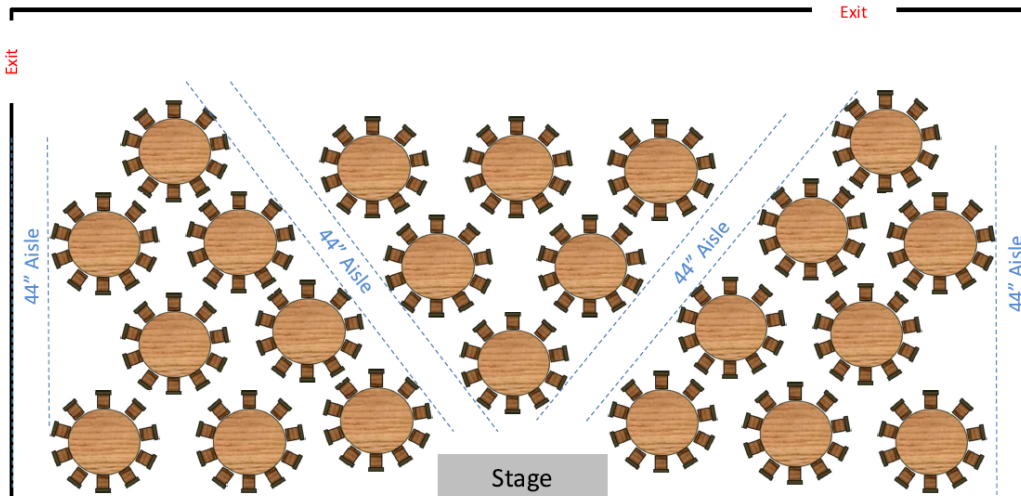
All aisle accessways have a minimum of 50 inches between tables
(19" from each table, plus the required 12 inch accessway = 50" between tables)



Example 1

(Provided for illustration purposes only and not to scale or designed for any specific room)

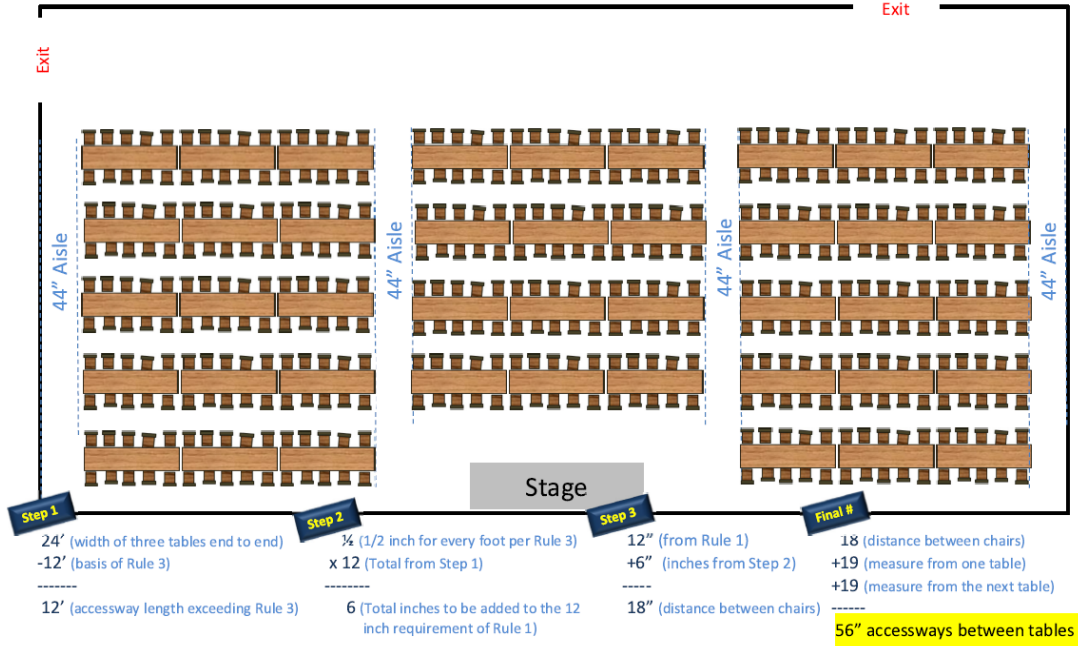
All aisle accessways have a minimum of 50 inches between tables
(19" from each table, plus the required 12 inch accessway = 50" between tables)



Example 3

(Provided for illustration purposes only and not to scale or designed for any specific room)

All aisle accessways have a minimum of 56 inches between tables in this scenario.
(19" from each table, plus the required 18 inch wide accessway. 18 inches is due to aisle accessways being 24 feet in length and exceeding the 12 feet per Rule 3. See bottom of page on how to figure aisle accessway width.)



Example 4

(Provided for illustration purposes only and not to scale or designed for any specific room)

All aisle accessways have a minimum of 60 inches between tables in this scenario.
(19" from each table, plus the required 22 inch wide accessway. 22 inches is due to aisle accessways being 32 feet in length and exceeding the 12 feet per Rule 3. See bottom of page on how to figure aisle accessway width.)

