



# **City of Des Moines Outdoor Events Requirements**

## Outdoor Events Fire Safety Checklist

### FIRE EXTINGUISHERS

All vendors have a red 10-B extinguisher	<input type="checkbox"/>	<i>Page 1</i>
Vendors who use grease have silver K extinguisher	<input type="checkbox"/>	<i>Page 1</i>
Extinguishers have current DMFD service tag	<input type="checkbox"/>	<i>Page 2</i>

### COMPRESSED GAS CONTAINERS

Containers are secured	<input type="checkbox"/>	<i>Page 3</i>
Containers have proper connections	<input type="checkbox"/>	<i>Page 4</i>
Connections checked for leaks	<input type="checkbox"/>	<i>Page 4</i>
Less than 50 gallons per vendor	<input type="checkbox"/>	<i>Page 5</i>

### COOKING APPLIANCES

4 foot barrier from public	<input type="checkbox"/>	<i>Page 6</i>
20 foot separation for devices producing sparks	<input type="checkbox"/>	<i>Page 7</i>
2 foot separation for devices using LP-gas	<input type="checkbox"/>	<i>Page 8</i>
Area free of combustibles	<input type="checkbox"/>	<i>Page 8</i>

### TENTS

Lines of tents 150 feet or less	<input type="checkbox"/>	<i>Page 9</i>
Proper separation between lines of tents	<input type="checkbox"/>	<i>Page 9</i>
Permits obtained for tents	<input type="checkbox"/>	<i>Pages 10 - 12</i>
Correct number of exits	<input type="checkbox"/>	<i>Page 13</i>
Posted exit signs	<input type="checkbox"/>	<i>Page 14</i>
Posted "no smoking signs"	<input type="checkbox"/>	<i>Page 15</i>

### MOBILE FOOD VENDORS

Current DMFD mobile food vendor inspection	<input type="checkbox"/>	<i>Page 16</i>
20 separation from tents, canopies, and buildings	<input type="checkbox"/>	<i>Page 17</i>

### GENERATORS

3 foot separation from public	<input type="checkbox"/>	<i>Page 18</i>
10 foot separation from combustibles (paper, trash, gas)	<input type="checkbox"/>	<i>Page 18</i>

### FIRE DEPARTMENT ACCESS

Access lanes free of obstructions	<input type="checkbox"/>	<i>Page 19</i>
Access lanes are 20 feet or wider	<input type="checkbox"/>	<i>Page 19</i>
5 foot clearance around fire hydrants	<input type="checkbox"/>	<i>Page 20</i>

### EVENT GROUNDS

Water stations provided at 1 per 1,000 people	<input type="checkbox"/>	<i>Page 21</i>
Correct number of exits provided if using fence	<input type="checkbox"/>	<i>Page 22</i>
Exit signs if restricting egress	<input type="checkbox"/>	<i>Page 14</i>
Site plan has been submitted to fire department	<input type="checkbox"/>	<i>Pages 23 - 24</i>
Permits obtained for open flames or firework displays	<input type="checkbox"/>	<i>Page 25</i>

### ELECTRICAL SAFETY

Electrical cords DO NOT present a tripping hazard	<input type="checkbox"/>	<i>Page 26</i>
Cords are connected properly	<input type="checkbox"/>	<i>Pages 26 - 27</i>
Electrical recepticals protected by GFCI	<input type="checkbox"/>	<i>Page 28</i>

# Portable Fire Extinguishers

## What the code says:

*Approved portable fire extinguishers complying with Section 906 shall be provided and placed in locations approved by the fire code official.*

## What this means for you:

When using LP gas or other fuel sources, you must have a type AB fire extinguisher. This fire extinguisher must have at least a 10-B rating.

When your cooking involves oil for frying, you must have a type K fire extinguisher.

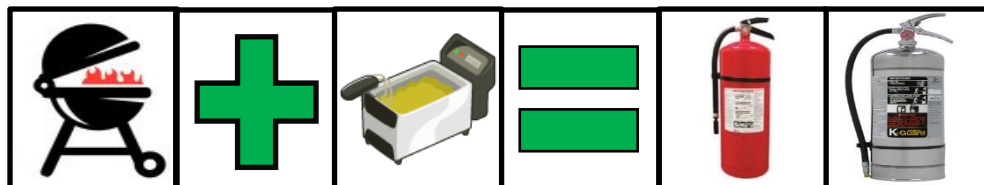
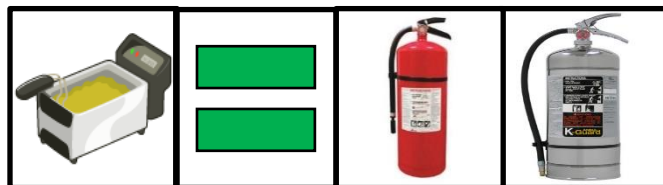
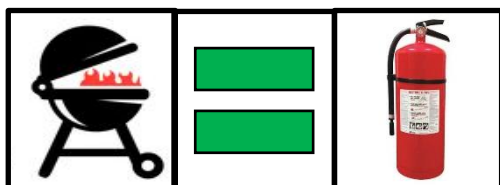
Each vendor must have their own fire extinguishers. Sharing is not permitted.



Type ABC



Type K



# Fire Extinguisher Service Tag

## What the code says:

An annual external visual examination of all fire extinguishers shall be made to detect obvious physical damage, corrosion, or nozzle blockage to verify that the operating instructions are present, legible, and facing forward, and that the HMIS information is present and legible, and to determine if a 6-year interval examination or hydrostatic test is due.

## What this means for you:

All fire extinguishers **MUST** have a current DMFD Extinguisher Service tag attached to the extinguisher or the food vendor will not be allowed to operate. These service tags may be obtained from many of the fire extinguisher service companies in the Des Moines area.

**DO NOT REMOVE**  
**2018 2018**  
BY ORDER OF THE FIRE MARSHAL  
**FIRE PREVENTION BUREAU**  
DES MOINES FIRE DEPARTMENT  
Tag Applicable in Des Moines Only.

Permit No.: \_\_\_\_\_  
Serviced by: \_\_\_\_\_  
\*Onetagspersystem/extinguisher\* - "Punchall applicable boxes"

<input type="checkbox"/> Fire Pump	<input type="checkbox"/> Fire Alarm
<input type="checkbox"/> CO2 System	<input type="checkbox"/> Wet Chem System
<input type="checkbox"/> Foam System	<input type="checkbox"/> Dry Chem System
<input type="checkbox"/> Sprinkler System	<input type="checkbox"/> Clean Agent System
<input type="checkbox"/> Dry/Pre-Aet System	Type: _____
<input type="checkbox"/> Wet System	<input type="checkbox"/> Fire Extinguisher
<input type="checkbox"/> Standpipe System	ABC (Dry-Chem)
<input type="checkbox"/> Manual Wet	BC (Dry-Chem)
<input type="checkbox"/> Manual Dry	Pressurized Water
<input type="checkbox"/> Automatic Wet	Carbon Dioxide
<input type="checkbox"/> Automatic Dry	K-Class
<input type="checkbox"/> Semi-Auto Dry	Wet Chem
<input type="checkbox"/> Class I	AFFF/FFFP
<input type="checkbox"/> Class II	Purple K (PK)
<input type="checkbox"/> Class III	Halon
<input type="checkbox"/> 5-YEAR	<input type="checkbox"/> 3-YEAR
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> SEMI-ANNUAL
<input type="checkbox"/> NEW	<input type="checkbox"/> RECHARGED
<input type="checkbox"/> MAINTENANCE	

Current tag good for one year. Must be obtained from a Des Moines area fire extinguisher service company.

**2012**  
**FIRE PREVENTION BUREAU**  
DES MOINES FIRE DEPARTMENT  
This Service Tag indicates that this appliance was Inspected and serviced in accordance with approved standards and is serviceable for one year from month indicated below.  
**Applicable City of Des Moines Only.**  
Services by: \_\_\_\_\_

NEW				RECHARGED				INSPECTED			
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Sprinkler System <input type="checkbox"/>				Foam <input type="checkbox"/>				Water Pressure <input type="checkbox"/>			
Anti Freeze <input type="checkbox"/>				Clean Agent <input type="checkbox"/>				CO2/Dry Chemical <input type="checkbox"/>			
Fire Alarm <input type="checkbox"/>				Fire Pump <input type="checkbox"/>				Class K <input type="checkbox"/>			
<b>Cooking - Hoods/Vents</b>											
1 Month Solid Fuel <input type="checkbox"/>				3 Months High Volume <input type="checkbox"/>							
6 Months Other <input type="checkbox"/>				12 Months Low Volume <input type="checkbox"/>							

Out of date tag. Fire extinguisher needs to be serviced.

# Securing Compressed Gas Containers

## What the code says:

*Compressed gas* containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods:

1. Securing containers, cylinders and tanks to a fixed object with one or more restraints.
2. Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of *compressed gas* containers, cylinders or tanks.

## What this means for you:

Under most circumstances this is going to apply to vendors using LP-Gas containers for cooking. Compressed gas containers must be secured to prevent possible damage from falling over. Often times this can be accomplished by strapping the container to an appropriate solid object or using the supplied mounting bracket on some cooking appliances. All containers whether in use or not, must be secured.



# LP-Gas Connections

## What the code says:

*LP-gas cylinder hoses.* Hoses shall be designed for a working pressure of 350 psig (2413 kPa) with a safety factor of 5 to 1 and shall be continuously marked with LP-GAS, PROPANE, 350 PSI WORKING PRESSURE, and the manufacturer's name or trademark. Hose assemblies, after the application of couplings, shall have a design capability of 700 psig (4826 kPa). Hose assemblies shall be leak tested at the time of installation at not less the operating pressure of the system in which they are installed.

## What this means for you:

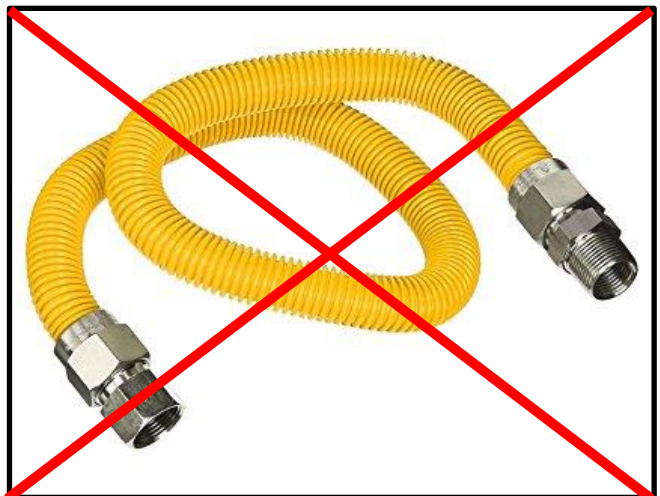
All hoses, regulators, and connections must be made with parts designed for the system they are being used with. Hoses must have the proper markings from the manufacture. Test connections by spraying soapy water on connections. If bubbling occurs, you have a leak at that location.



This LP- gas hose has the proper manufacture markings, and is rated to handle 350 psig.



Yellow, home appliance gas lines are NOT allowed!



# Maximum Amount of Liquefied Petroleum Gas (LP-gas) Allowed

## What the code says:

A maximum of a total aggregate water capacity of 50 gallons (95L) of LP-gas is permitted at one concession stand or booth used for cooking.

## What this means for you:

The maximum amount of LP-gas at any one booth is 50 gallons (189 liters). Normally, LP-gas containers are measured in pounds. The code is saying that if you took your LP-gas container and filled it with water, how much water could fit in it. Below are examples of common LP-gas containers and how much they hold in gallons (liters).

	<b>20 LB Tank</b> - <b>9.1Kg Tank</b>	<b>4.8 Gallons</b> - <b>18 Liter</b>
	<b>30 LB Tank</b> - <b>13.7 Kg Tank</b>	<b>7.1 Gallons</b> - <b>27 Liter</b>
	<b>40 LB Tank</b> - <b>18.1 Kg Tank</b>	<b>9.5 Gallons</b> - <b>36 Liter</b>
	<b>100 LB Tank</b> - <b>45.4 Kg Tank</b>	<b>23.8 Gallons</b> - <b>90 Liter</b>

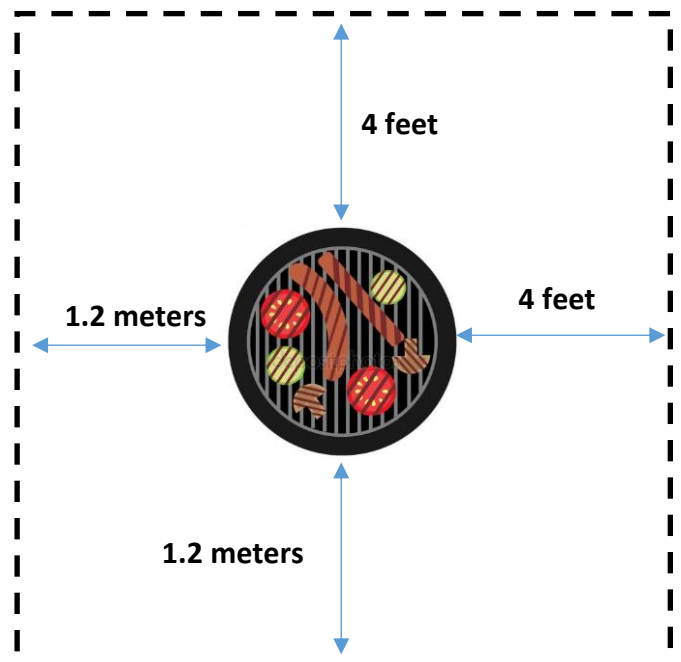
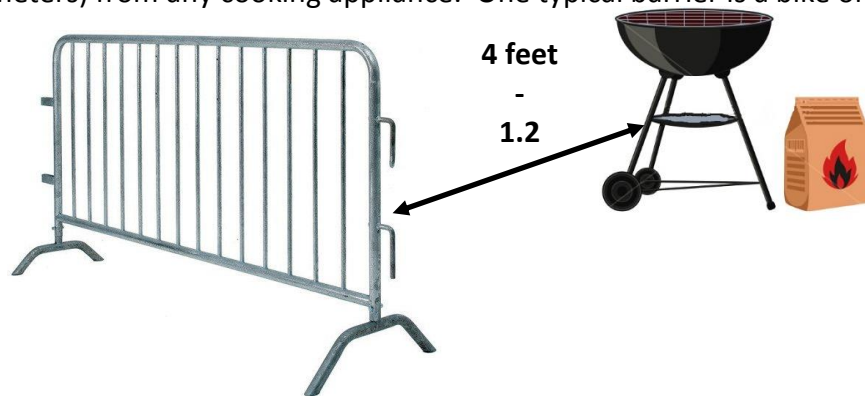
# Public Isolation

## What the code says:

Cooking appliances or devices shall be isolated from the public by not less than four feet (1219 mm) or by a non-combustible 3-sided barrier between the equipment and devices and the public.

## What this means for you:

No event attendee should be able to touch or accidentally contact any cooking appliances. Additionally, the attendees should be kept at a safe distance to avoid hot grease splatter or cooking flames. As such, a non-combustible barrier must be placed to keep attendees at least four feet (1.2 meters) from any cooking appliance. One typical barrier is a bike or crowd control rack.



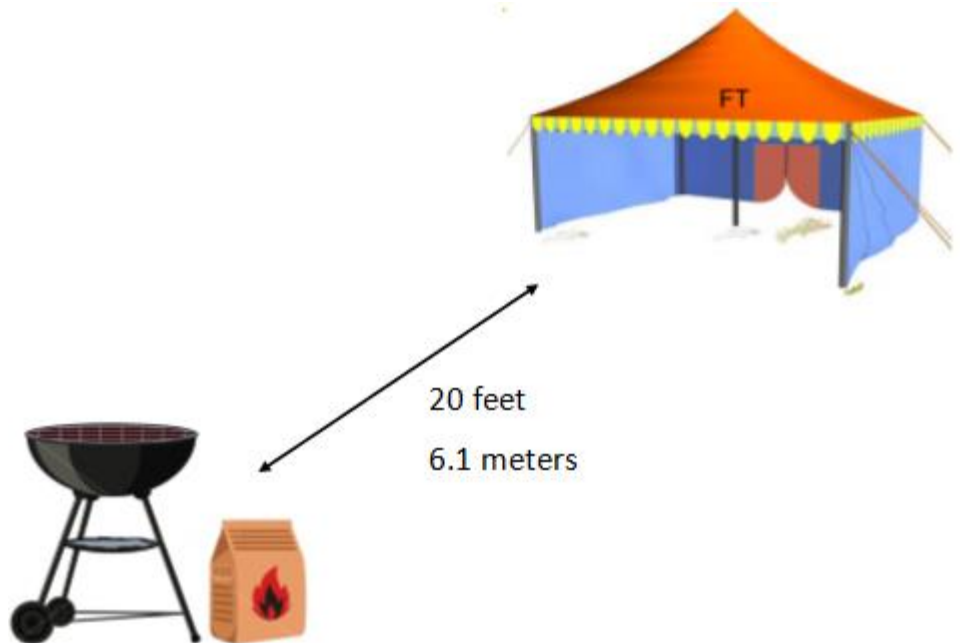
# Cooking Devices Producing Sparks or Flying Embers

## What the code says:

Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent or membrane structure.

## What this means for you:

Cooking with fuels such as wood or charcoal can cause sparks and other burning fuels to be carried by the wind. To prevent these fuels from starting a fire you must be **at least** 20 feet (6.1 meters) away from other tents or buildings.



# Cooking With LP in Tents

## **What the code says:**

Single-well cooking equipment using combustible oils or solids shall meet the following:

1. A noncombustible lid shall be immediately available. The lid shall be of sufficient size to cover the cooking well completely.
2. The cooking surface shall not exceed 288 square inches (18,580 mm).
3. The equipment shall be placed on a noncombustible surface; and
4. The equipment shall be separated from each other by a horizontal distance of not less than two feet (609 mm).
5. Cooking equipment shall be separated from combustible materials by a horizontal distance of at least two feet (609 mm).

## **What this means for you:**

Cooking with LP gas is acceptable within tents that are used exclusively for cooking. Lids must be available for all cooking vessels, the cooking surface must be 288 square inches (18,580 mm) or smaller, the equipment must be placed on a noncombustible surface, cooking devices must remain 2 feet from each other, and all cooking devices must be 2 feet away from the sides of tents and other combustibles.

# Max number of Exhibitor/Vender Tents Allowed in a Row with a Permit

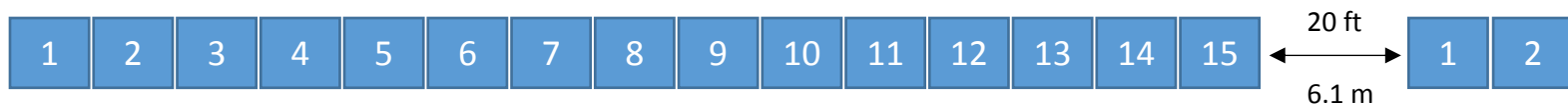
## What the code says:

A minimum of 20 feet (6096 mm) shall be provided between every 150 linear feet (45,720 mm) of booth space. A minimum of 30 feet (9144 mm) shall be provided between booths used for cooking and the vehicles, generators, or any other internal combustion engines. A minimum of 30 feet (9144 mm) shall be provided between booths used for cooking and amusement rides or devices.

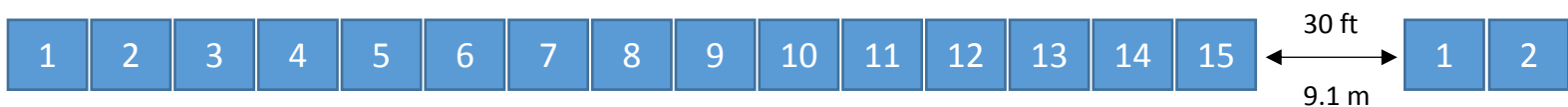
## What this means for you:

Most events allocate a 10 foot by 10 foot tent to its exhibitors and venders along the street sides. Assuming this is the case; you could have a maximum of fifteen non-cooking 10ft x10ft tents in a row with a 20 foot (6.1 meter) separation, or a maximum fifteen cooking 10ft x10ft tents in a row with a 30 foot (9.1 meter) separation. Please note that even though these arrangements are allowed, they will require a permit.

## Typical acceptable layouts:



Typical arrangement of 10ft x 10 ft tents NOT used for cooking.



Typical arrangement of 10ft x 10 ft tents used for cooking.

# Tent Permit Required

## What the code says:

An operational permit is required to operate an air-supported temporary membrane structure, a temporary special event structure or a tent having an area in excess of 400 square feet (37 m<sup>2</sup>).

### Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides, which comply with all of the following:
  - 2.1. Individual tents having a maximum size of 700 square feet (65 m<sup>2</sup>).
  - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65m<sup>2</sup>) total.
  - 2.3. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

## What this means for you:

You will be required to obtain a permit if you meet any of the following:

1. Your tent has NO sides, and is larger than 700 square feet or the *combined area* of your tents (without sides) erected adjacent to each other exceeds 700 square feet.
2. Your tent has sides, and is larger than 400 square feet or the *combined area* of your tents (with sides) erected adjacent to each other exceeds 400 square feet.
3. Multiple 10 ft. X 10 ft. tents MAY require a permit, if they exceed the area arrangements described in point 1 or 2. Each grouping (defined above) of 10 ft. X 10 ft. tents shall have a 12 ft. fire break between groupings.
4. Your temporary stage canopy is larger than 400 square feet.
5. Your membrane structure is larger than 400 square feet.

*Combined area* includes tents that are erected side by side or other configurations without a 12 foot fire break between them.

\*Please see the charts and diagram section of this publication for arrangements that require a permit.

\*\*More information, and the required permit can be found at <https://www.dmgov.org/Departments/Fire/Pages/Documents.aspx> under the form header.

# No Tent Permit Required

## What the code says:

An operational permit is required to operate an air-supported temporary membrane structure, a temporary special event structure or a tent having an area in excess of 400 square feet (37 m<sup>2</sup>).

### Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides, which comply with all of the following:
  - 2.1. Individual tents having a maximum size of 700 square feet (65 m<sup>2</sup>).
  - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65m<sup>2</sup>) total.
  - 2.3. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

## What this means for you:

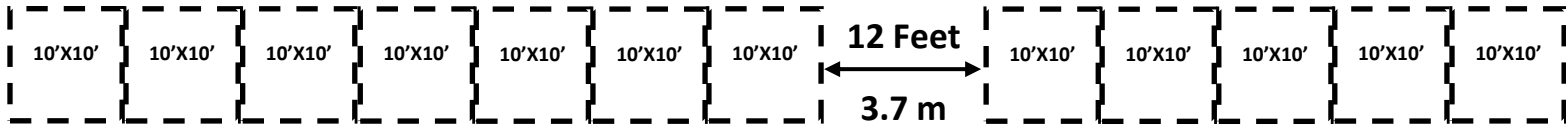
To avoid a tent permit you must comply with one of the following:

1. The maximum *combined area* of an open tent or grouping of open tents (tents have absolutely no sides) is 700 ft<sup>2</sup> –Then a 12 foot fire break is required between groupings of any size tents.
2. The maximum *combined area* of a tent or grouping of tents of with any sides is 400 ft<sup>2</sup> –Then a 12 foot fire break is required between groupings of any size tents.

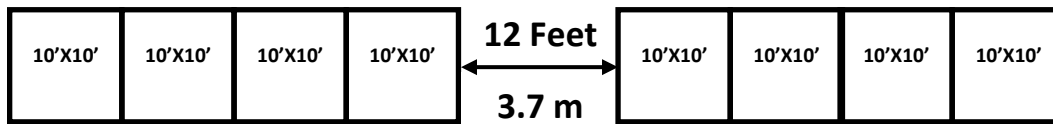
*Combined area* includes tents that are erected side by side or other configurations without a 12 foot fire break between them.

\*More information, and the required permit can be found at <https://www.dmgov.org/Departments/Fire/Pages/Documents.aspx> under the form header.

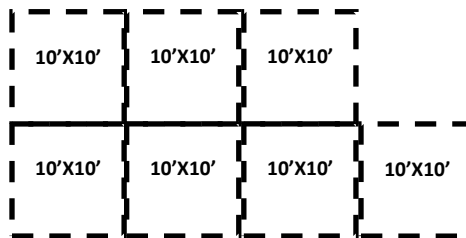
# Diagram of Possible Tent Arrangements Not Requiring a Permit



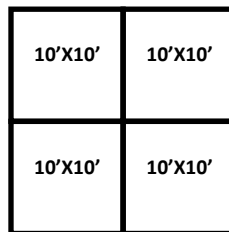
*10ft x10ft tents in a line without sides. After every 7<sup>th</sup> tent you must have a 12 ft fire break.*



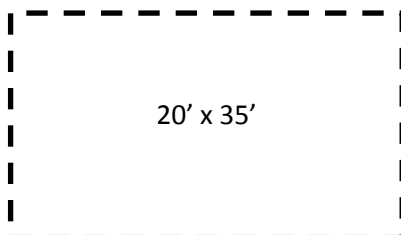
*10ft x10ft tents in a line with sides. After every 4<sup>th</sup> tent you must have a 12 ft fire break.*



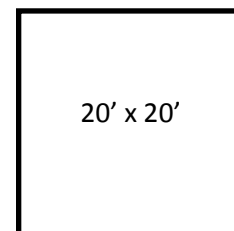
*10ft x10ft tents without sides placed together. Must have combined area of 700 ft<sup>2</sup> or less.*



*10ft x10ft tents with sides placed together. Must have combined area of 400 ft<sup>2</sup> or less.*



*Any single tent without sides having an area of 700 ft<sup>2</sup> or less.*



*Any single tent with sides having an area of 400 ft<sup>2</sup> or less.*



# Size and Number of Exits for Tents

## What the code says:

Exits shall comply with Chapter 10 and be as remote from each other as practical and shall be provided as follows:

Tents with Tables and Chairs			Tents without Tables and Chairs		
Tent Size	Occupant Load	Minimum Number of Exits	Tent Size	Occupant Load	Minimum Number of Exits
20x30	40	2	20x30	85	2
20x40	50	2	20x40	115	2
30x40	80	2	30x40	170	2
30x50	100	2	30x50	215	2
30x60	120	2	30x60	257	2
40x50	130	2	40x50	285	2
40x60	160	2	40x60	342	2
60x80	320	2	60x80	685	3

The aggregate clear width of exits shall be a minimum of 36 inches wide (914mm) for each 500 persons to be accommodated.

## What this means for you:

Base your number of required exits on the table above. The requirements are different for tents having tables and chairs. Your exits need to be placed as far from each other as practical.



**30ft x 60ft tent without tables and chairs**

**Occupant load of 257 people**

**Needs two exits placed as remote as practical.**



# Exit Signs In Tents

## **What the code says:**

Exits shall be identified with signs that read "EXIT". The signs shall be weather-resistant with lettering on a contrasting background. The lettering shall be of sufficient height and brush stroke to be immediately visible from 75 feet (22,860 mm). Placement of the exit signs shall be approved by the fire code official.

## **What this means for you:**

All walkways and exits in the tent must be free of obstructions and stationary people at all times. Exit signs shall be placed in a location where they are easily seen by the majority of people who are 75 feet away. Each exit needs to have an exit sign.

Tents open on all sides without obstructions are not required to have exit signs.



www.ASPire.com

# No Smoking Signs

## **What the code says:**

Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be conspicuously posted inside the tent.

The fire code official is authorized to order the posting of “No Smoking” signs in a conspicuous location in each structure or location in which smoking is prohibited. The content, lettering, size, color and location of required “No Smoking” signs shall be approved.

Where smoking is permitted, suitable noncombustible ash trays or match receivers shall be provided on each table and at other appropriate locations.

## **What this means for you:**

Smoking is not allowed to take place in permitted tents. All tents must have approved signs posted letting people know smoking is not allowed.



# Mobile Food Vendors at Outdoor Events

## **What the code says:**

- A) If an applicant for a mobile vendor license proposes to sell food or beverages other than prepackaged items that do not require hot or cold handling procedures, the mobile vendor vehicle must be inspected by the fire marshal and determined to be in compliance with the fire code as provided in this section.
- B) An applicant for a mobile vendor license who sells food or beverages other than prepackaged items that do not require hot or cold handling procedures shall pay an inspection fee to the city clerk in the amount set in the schedule of fees adopted by the city council by resolution. The city clerk shall direct the applicant to contact the fire marshal to schedule an inspection of the mobile vendor vehicle and to present the receipt to the fire marshal as proof of payment of the inspection fee.
- C) Upon direction by the city clerk after paying the inspection fee, the applicant shall contact the fire marshal to schedule an inspection of the mobile vendor vehicle and shall cooperate in scheduling and completing the inspection.
- D) If the fire marshal determines after inspection that the mobile vendor vehicle satisfies the applicable requirements of the fire code, the fire marshal shall issue a certificate of annual compliance identifying that the mobile vendor vehicle has been inspected and determined to be in compliance with the fire code.

## **What this means for you:**

This section applies to all food trucks, food trailers, or anyone else who has an over the road mobile set up for cooking and distributing food. Please make sure all mobile food vendors at your event have a proper and current certificate in advance of the event. Mobile food vendors who have obtained this certificate have met the requirements of Des Moines Fire, and thus have the required safety equipment in place and inspected.

## **For mobile food vendors still needing inspection:**

All mobile vendors who sell food other than prepackaged items that do not require hot or cold handling procedures shall be required to have a fire inspection as part of the licensing process. Only after a mobile vendor has applied through the City Clerk's office and paid the appropriate fees shall the vendor contact the DMFD Fire Prevention Bureau at 515-283-4240 or [fireddept@dmgov.org](mailto:fireddept@dmgov.org) to schedule an inspection.

\* More information on mobile vendors can be found at <https://www.dmgov.org/Departments/Fire/Pages/Documents.aspx> under the policy header.

# Mobile Food Vendor Separation

## What the code says:

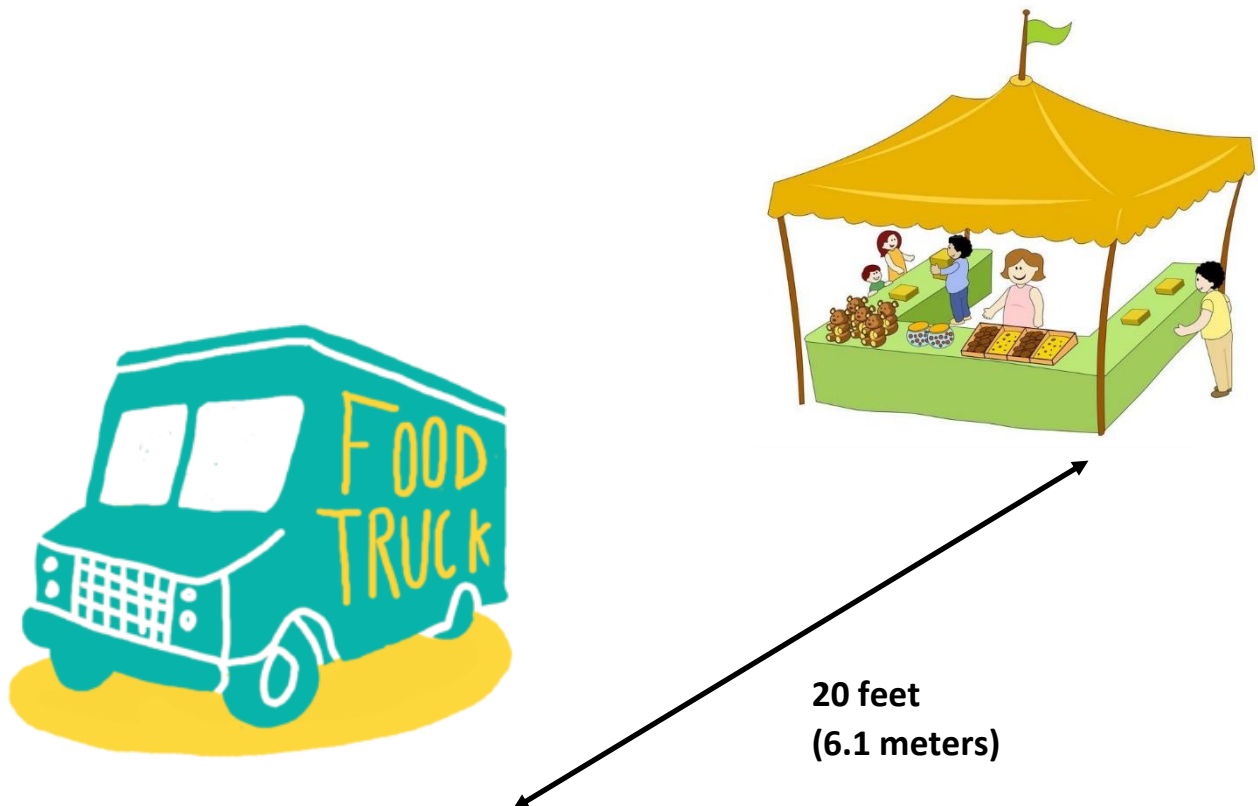
Mobile food vehicles shall not be located within 20 feet (6096 mm) of buildings, tents, canopies or membrane structures.

**Exception:** Mobile food vendors parked in legal, city recognized parking areas may be closer than 20 feet to a permanent building.

## What this means for you:

This section applies to all food trucks, food trailers, or anyone else who has an over the road mobile set up for cooking and distributing food. Mobile food vendors must be separated from all tents, and structures by 20 feet (6096 mm). There is an exception for mobile food vendors that are legally parked in recognized parking stalls. When parked in a legal stall, mobile food vendors can be closer than 20 feet to buildings. Please plan your layout accordingly.

\*More information on the Des Moines FPB's mobile food vendor policy can be found at <https://www.dmgov.org/Departments/Fire/Pages/Documents.aspx> under the policy header.



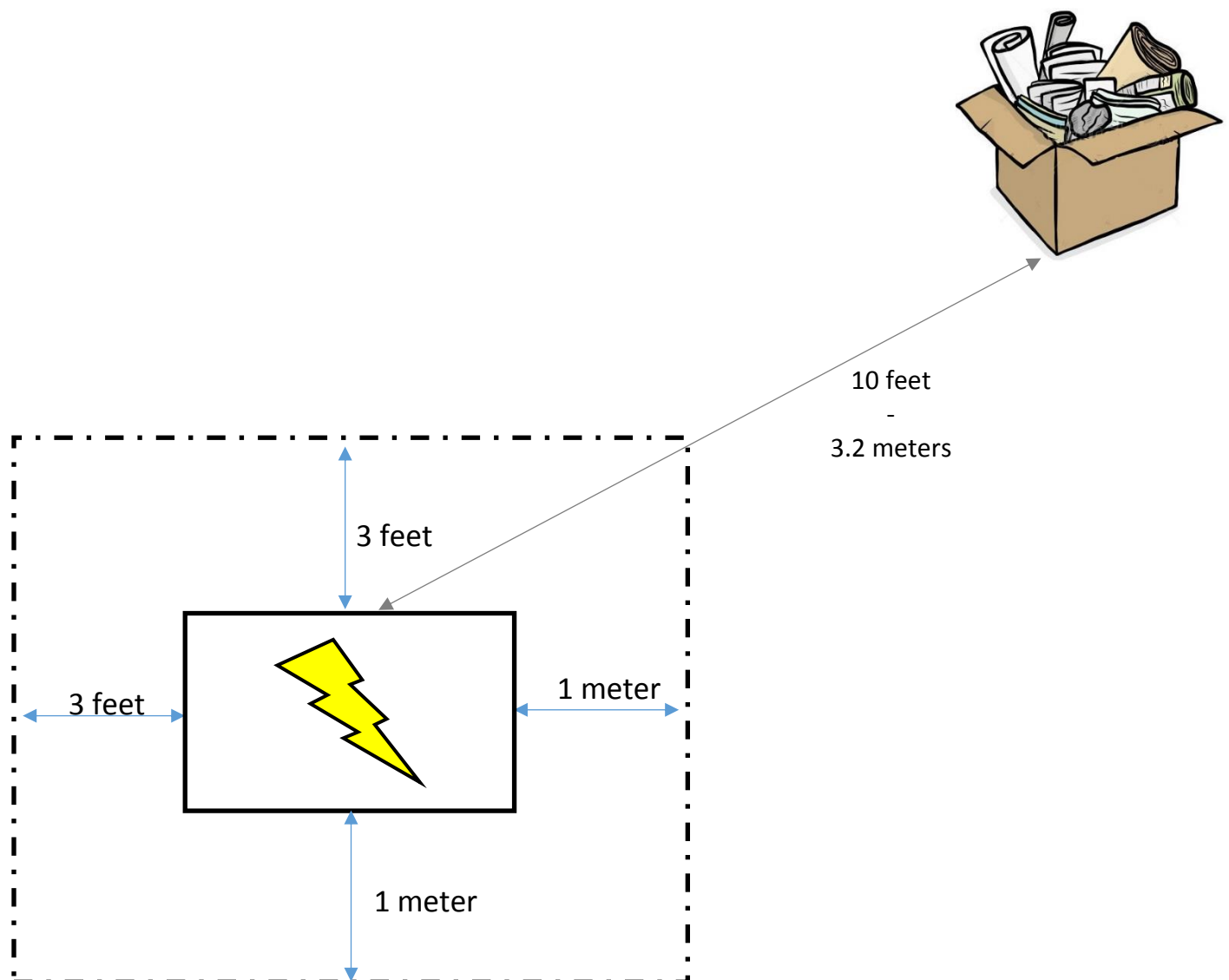
# Generators

## What the code says:

Generators shall be installed not less than 10 feet (3048 mm) from combustibles, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet (914 mm) away from the internal combustion power source.

## What this means for you:

Generators must be placed 10 feet (3 meter) from anything that could catch on fire including fuel containers. There also must be a non-flammable guard around the generator with three feet (1 meter) clearance on each side to protect the public.



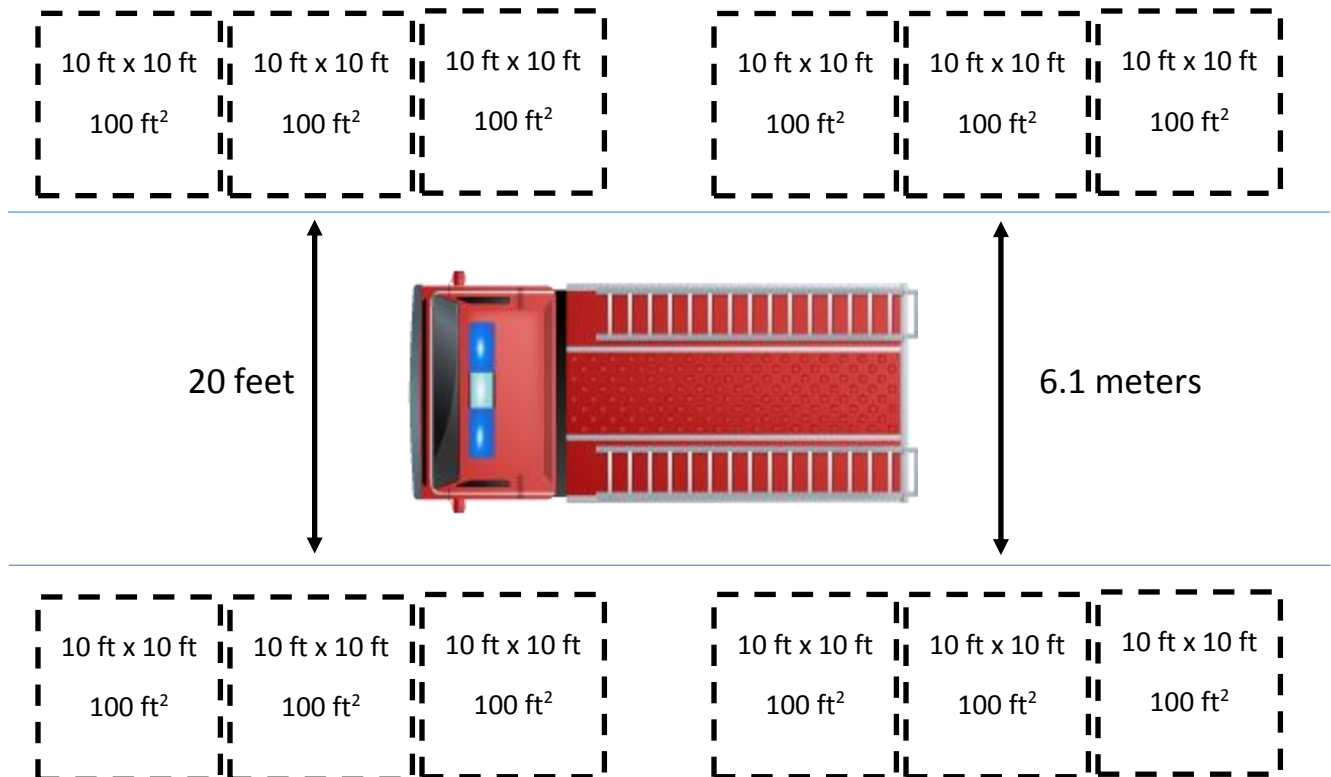
# Fire Access Lanes

## What the code says:

Fire apparatus access roads shall be provided as required in the currently adopted International Fire Code, unobstructed access width of not less than 20 feet (6.1 meters) and unobstructed vertical clearance of not less than 14 feet (4 meters).

## What this means for you:

A road, designed for the operation of motor vehicles, shall be kept clear of tents, tables, cooking equipment, and any other obstructions at all times. The width of this access shall be at least 20 feet (6.1 meters) wide in all areas. Nothing shall hang over this access at a height less than 14 feet (4 meters).



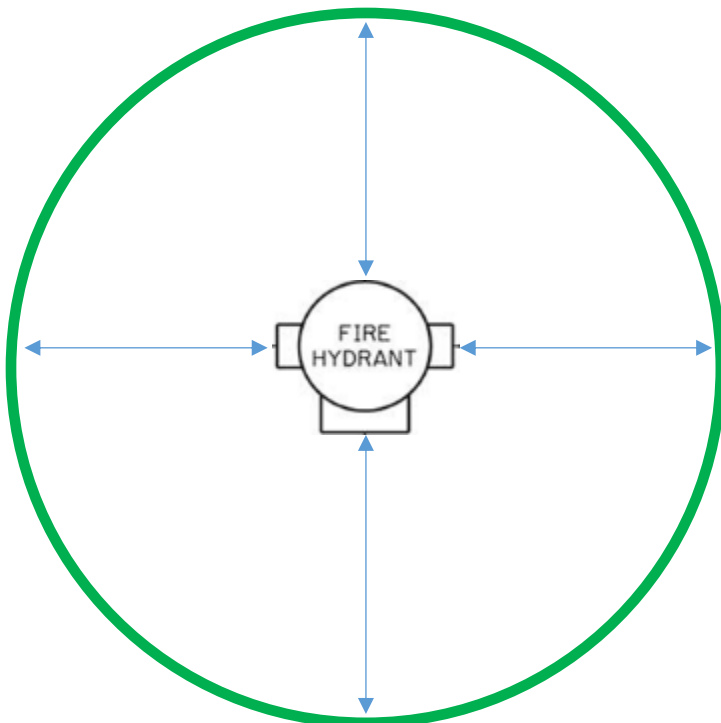
# Unobstructed Access to Fire Hydrants

## What the code says:

Unobstructed access to fire hydrants, drafting sources and other fire protection features shall be maintained at all times.

## What this means for you:

A 5 foot (1.5 meter) area around fire hydrants must remain clear all the time. The fire hydrant must remain visible, and a clear path way up to the fire hydrant must be maintained.



Fire hydrant has nothing within 5 feet (1.5 meters) of it on all sides.

# Water Station Requirements

## **What the code says:**

When outdoor temperatures are expected to exceed 90°F (35°C), the event sponsor shall provide and maintain a minimum of one water station for each 1,000-projected attendance. The water station shall include adequate water supply, cups, and a means for rapid replenishing of exhausted water. Each water station shall be located as far apart as practicable to allow ease of access for event attendees.

## **What this means for you:**

Water stations are always a good idea. Heat related illness can occur at temperatures much less than 90°F (35°C). Please consider this when planning your event.

When the forecasted temperature is expected to be 90°F (35°C) or hotter, the sponsor of the event must supply a staffed water station. One water station is required for each 1,000-projected attendance. The water station must meet the following requirements:

1. Must supply drinkable water
2. The amount of water available must be appropriate for the number of guests
3. Cups must be provided if needed to obtain water
4. When more than one water station is needed they must be placed as far apart as practical



# Required Number and Location of Event Grounds Exits

## What the code says:

Exits shall comply with Chapter 10 and be as remote from each other as practical and shall be provided as follows:

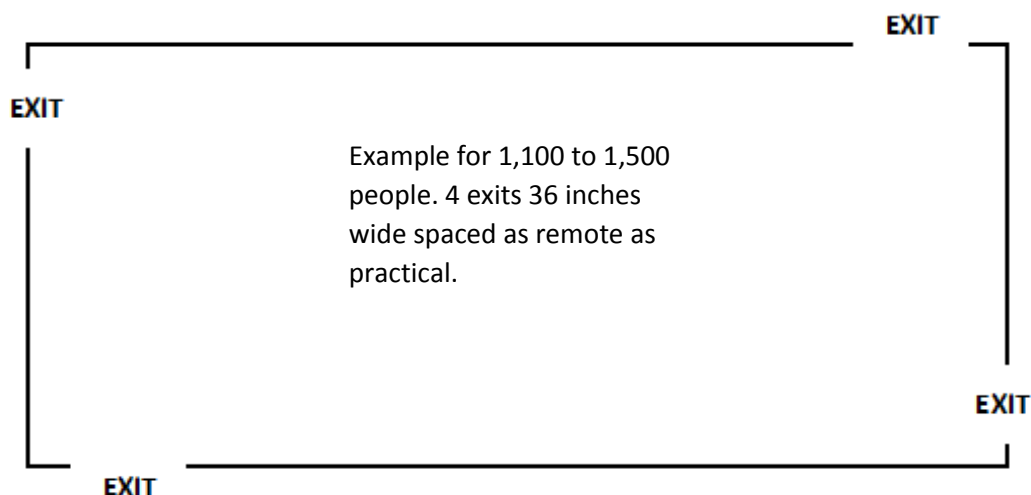
Occupant Load	Minimum Number of Exits
1 to 500	2
501 to 1,000	3
1,001 to 1,500	4
Each additional 500 persons	36 additional inches of exit width

Width: The aggregate clear width of exits shall be a minimum of 36 inches wide (914mm) for each 500 persons to be accommodated.

Signs: Exits shall be identified with signs that read "EXIT". The signs shall be weather-resistant with lettering on a contrasting background. The lettering shall be of sufficient height and brush stroke to be immediately visible from 75 feet (22,860 mm). Placement of the exit signs shall be approved by the fire code official.

## What this means for you:

This section applies if your event will have a perimeter fence. Event spaces that are enclosed by any means, must have exits sufficient for the anticipated occupant load. The number of exits should be based on the above chart. Exits must have signs the read "EXIT", be made of weather resistant material, have words that contrast the background, and be visible from 75 feet away. Exits must be a minimum width of 36 inches wide. Exits should be placed as remote as practical.



# Site Plan Requirements

## **What the code says:**

A detailed site plan shall be submitted to the fire code official with each permit application for approval. The permit application and site plan shall be submitted a minimum of 30 business days prior to the event. Site plans shall include, but not be limited to:

1. The means of egress.
2. Location and width of exits and aisles.
3. Location of exit signs.
4. Location of fencing or means used to confine attendees.
5. Total square footage of enclosed space.
6. Location and arrangement of all tents, booths or cooking equipment.
7. Locations of fire apparatus access roads.
8. Location of fire protection equipment.
9. Type and location of heating and electrical equipment where applicable.
10. Location of water stations and permanent water fountains.

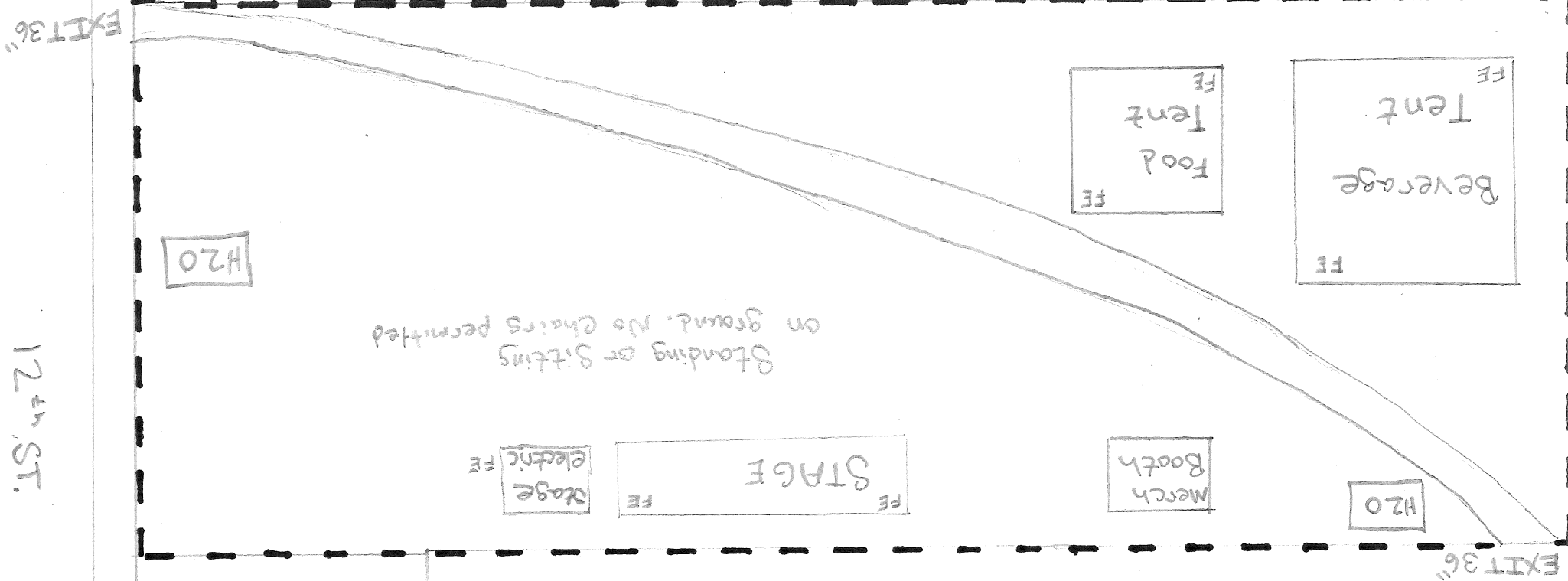
## **What this means for you:**

Be sure to submit your site plan at least 30 business days prior to the event. Business days consist of Monday through Friday excluding holidays. The plan should be neatly drawn and include at minimum the information from the list above.

\*Please see the charts and diagrams section of this publication for an example of a proper site plan.

500 People  
 42,000 sq ft  
 FE = Fire Extinguisher  
 NOT TO SCALE  
 Access roads  
 - Locust  
 - 12th St.

Rapa John's Higher Ed Center



12th ST.

LOCUST ST.

# Requirements for Fireworks, Pyrotechnics, Fire Displays, or Demonstrations Involving an Open Flame

## **What the code says:**

A permit shall be obtained to:

- 1) Use or explode display fireworks, except for display fireworks at the Iowa State Fairgrounds by the Iowa State Fair Board.
- 2) Compound, store or use pyrotechnic special effects material.
- 3) Conduct a display involving fire, open flames or flammable material other than fireworks or pyrotechnic special effects material.

Application for a permit required by this article shall be made in writing to the fire prevention bureau at least 14 days in advance of the display, use storage, or compounding.

Appropriate and applicable certifications, licenses, and insurance may apply.

## **What this means for you:**

Any display requiring an open flame including but not limited to fire dancing, fire eating, fire juggling, pyrotechnics, fireworks, and welding displays will require a permit. A request for this permit must be made to the Fire Prevention Bureau at least 14 days prior to the display taking place. Most demonstrations and displays of these type will require the performer to hold certain certifications and licenses. Please, make sure anyone performing tasks of this manner contract the DMF Fire Prevention Bureau at 515-283-4240 or [firedept@dmgov.org](mailto:firedept@dmgov.org) to ensure the proper paperwork is in place.

\*More information, and the required permit can be found at <https://www.dmgov.org/Departments/Fire/Pages/Documents.aspx> under the form header.

# Electrical Cords

## What the code says:

**Protection.** Flexible cords or cables accessible to the public shall be arranged to minimize the tripping hazard and shall be permitted to be covered with nonconductive matting, provided that the matting does not constitute a greater tripping hazard than the uncovered cables. It shall be permitted to bury cables.

**Cord Connectors.** Cord connectors shall not be laid on the ground unless listed for wet locations. Connectors and cable connections shall not be placed in audience traffic paths or within areas accessible to the public unless guarded.

**Splices.** Flexible cords or cables shall be continuous without splice or tap between boxes or fittings.

## What this means for you:

Where cords can present a tripping hazard or can be physically damaged by vehicle traffic they should be protected by mats or other approved means. Cords should not be placed in areas where they could be exposed to water.

It is not acceptable to connect cords with electrical tape, wire nuts, tap boxes, or by any means other than a manufactured connection.

\*For more information on electrical components, please contact the Des Moines electrical inspectors at 515-283-4200.



# GFCI Protection

## What the code says:

### ***525.23 Ground-Fault Circuit-Interrupter (GFCI) Protection.***

(A) Where GFCI Protection Is Required. GFCI protection for personnel shall be provided for the following:

(1) All 125-volt, single-phase, 15- and 20-ampere nonlocking- type receptacles used for disassembly and reassembly or readily accessible to the general public

(2) Equipment that is readily accessible to the general public and supplied from a 125-volt, single-phase, 15- or 20 ampere branch circuit the ground-fault circuit-interrupter shall be permitted to be an integral part of the attachment plug or located in the power-supply cord within 300 mm (12 in.) of the attachment plug. Listed cord sets incorporating ground-fault circuit-interrupter for personnel shall be permitted.

(B) Where GFCI Protection Is Not Required. Receptacles that are not accessible from grade level and that only facilitate quick disconnecting and reconnecting of electrical equipment shall not be required to be provided with GFCI protection. These receptacles shall be of the locking type.

(C) Where GFCI Protection Is Not Permitted. Egress lighting shall not be protected by a GFCI.

## What this means for you:

GFCI protection is required for all 125 volt receptacles. The GFCI can be a breaker or GFCI receptacle that's part of the generator or power pole. Or can be built into the first 12 inches of the power supply cord.

\*For more information on electrical components, please contact the Des Moines electrical inspectors at 515-283-4200.



# Electrical Boxes and Fittings

## What the code says:

**Boxes and Fittings.** A box or fitting shall be installed at each connection point, outlet, switchpoint, or junction point.

Boxes shall be designed so that no live parts are exposed except when necessary for examination, adjustment, servicing, or maintenance by qualified persons. Where installed outdoors, the box shall be of weatherproof construction and mounted so that the bottom of the enclosure is not less than 150 mm (6 in.) above the ground.

## What this means for you:

Any location where two cords meet, or where any cord plugs into the power source, the connections must be made with approved assemblies. Two cords should be connected with the plugs provided on the cords. Cords should plug into receptacles provided on the power source. All components should be of weatherproof construction where the possibility of exposure exists. Exposed wires are not acceptable, and should be handled by a qualified individual.

\*For more information on electrical components, please contact the Des Moines electrical inspectors at 515-283-4200.

