



DEPARTMENT OF PUBLIC SAFETY FIRE MARSHAL'S OFFICE

INDOOR/OUTDOOR ASSEMBLY EVENT PERMIT:

Per the International Fire Code (IFC), 2018, Section 105.6.36, an operational permit is required to conduct an indoor and outdoor assembly event.

NOTE: This outdoor assembly event permit is for outdoor events with over 500 occupants, including staff, security, and event occupants.

Before issuance of an operating permit, the entire permit form shall be filled out, and an inspection shall be completed by The Citadel Fire Marshal's Office. The applicant must conform to the IFC and accepted codes and standards.

Date of Inspection: _____ **Permit Number:** _____

EVENT:

Event Name: _____
 Event Address: _____
 Event Start Date: _____ Event Start Time: _____
 Event End Date: _____ Event End Time: _____
 Anticipated Attendance: _____
 Event Contact Person: _____
 On-Site Phone Number: _____ Email Address: _____

SET UP:

Date and Time Setup will be Completed and Ready for Inspection: _____

Are Temporary Structures being Used, such as Tents or Membrane Structures: Yes No

Number of Tents: _____ Square Footage of Tent(s): _____

Will Temporary Generators be Used: Yes No *NOTE: All temporary generators require an electrical inspection before the event by The Citadel Fire Marshal's Office or an approved Citadel representative.*

Food Provided: Cooking on Site Food Trucks No Food Other

If Other Explain: _____

NOTE: A separate operational permit is required to operate an air-supplied temporary membrane structure or a **tent** in excess of 400 square feet and meet the requirements of IFC Chapter 31.

A separate operational permit is required to operate a Mobile Food Preparation Vehicle on The Citadel Campus.

NOTE: Set-up must be 95% complete, including decorations, vendors, and displays at the inspection time. The inspection ensures compliance with the International Fire Code and the provisions of this permit. Deficiencies shall be corrected before opening. Failure to make required corrections before opening may result in revocation of the permit and possible closure of the event.

PERMIT SUBMITTAL REQUIREMENTS:

- Attach a detailed site plan for the entire event (page 4), which shall show all building footprints, use or activity areas, and parking areas.
- Attach a detailed floor plan, which shall show the building footprint, area uses, storage placement, aisle ways, exits, and placement of furniture and fixtures.
- Event manager initials all the Outdoor Assembly Event Rules.

SAFETY PLAN FOR GATHERINGS:

Per the IFC, Section 403.12.2, where The Citadel Fire Marshal's Office determines that an outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants, and fire apparatus access roads or where such gatherings adversely affect public safety services or any kind, The Citadel Fire Marshal's Office shall have the authority to order the development of or prescribe a public safety plan that provides an approved level of public safety and address the following items:

REQUIRED:

The following items shall be evaluated and marked as required, or not required, by the campus Fire Marshal's Office or designated personnel for the **Event Manager** to develop a public safety plan:

Required	Emergency vehicle ingress and egress for the outside areas or affected buildings.
Required	Fire Protection Plan for the outside areas or buildings.
Required	Emergency occupant egress or escape routes for the outside areas or affected buildings.
Required	Emergency medical services are provided for the outside areas or affected buildings.
Required	Public assembly area details for the outside areas or affected buildings.
Required	The directing of both attendees and vehicles, including the parking of vehicles for the outside areas or affected building.
Required	Vendor and food concession distribution for the outside areas or affected buildings.
Required	The need for the presence of law enforcement to accommodate maximum estimated attendance.
Required	The need for fire and emergency medical service personnel for the outside event.
Required	The need for a weather-monitoring person during times of inclement weather for outside events.

NOTES:

OUTDOOR ASSEMBLY EVENT RULES:

Initial	The Event Manager shall initial all the below outdoor assembly event rules, acknowledging they agree to the requirements.
<input type="checkbox"/>	Crowd Managers. Where facilities or events involve a gathering of 500 or more people, not fewer than two trained crowd managers and not fewer than one trained crowd manager for every 250 persons after that shall be provided.
<input type="checkbox"/>	Tents that can hold over fifty (50) or more occupants must provide The Citadel Fire Marshal’s Office with a detailed site and floor plan detailing means of egress, seating capacity, location, and type of heating and electrical equipment
<input type="checkbox"/>	Tents , canopies, or membrane structures shall not be located within twenty (20) feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles, or internal combustion engines. <ul style="list-style-type: none"> • If the membrane structures or tents are not used for cooking, and the aggregate floor area does not exceed 15,000 ft², a separation distance between structures is not required. • If the aggregate floor area does not exceed 10,000 ft², proper exiting is provided for both building and tent (or canopy or membrane structure), and fire apparatus roads are provided; separation distance from buildings is not required.
<input type="checkbox"/>	Tents must meet the flame propagation performance criteria of NFPA 701. <ul style="list-style-type: none"> • A label shall be permanently affixed bearing the identification of size and fabric or material type
<input type="checkbox"/>	Portable 2A:10B-C fire extinguishers shall be provided, one (1) minimum, for tents requiring permits with a seventy-five (75) foot travel distance.
<input type="checkbox"/>	Smoking shall only be permitted in designated areas and only at outdoor events. Other areas shall have approved “No Smoking” signs conspicuously posted.
<input type="checkbox"/>	All open flame devices are strictly prohibited within tents unless approved by the fire code official. <ul style="list-style-type: none"> • The code states open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal, or other cooking devices shall not be permitted inside or be located within twenty (20) feet of the tent or membrane structure while open to the public.
<input type="checkbox"/>	Any cooking performed within tents shall require advance approval by The Citadel Fire Marshal’s Office. <ul style="list-style-type: none"> • In order to verify that open flame rules and electrical power sources are addressed, cooking requires advance approval. -Cooking tents shall be separated from other tents by a minimum of twenty (20) feet. Tents specified as cooking tents and not open to the public must have noncombustible lids nearby for any cooking done with combustible oil solids. • Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within twenty (20) feet of a tent, canopy, or membrane structure unless protected by an automatic fire extinguishing system. • Cooking and heating equipment shall not be located within ten (10) feet of exits or combustible materials • Warming of foods, cooking demonstrations, and similar operations that use solid flammables, butane, or other similar devices that do not pose an ignition hazard, shall be approved.
<input type="checkbox"/>	LP Gas Containers and tanks shall be located outside and per IFC Section 6104. Pressure relief devices shall be pointed away from the tent or membrane structure <ul style="list-style-type: none"> • Piping, valves, and fittings located outside used to fuel equipment inside a tent shall be adequately protected to prevent tampering, vehicle damage, or other hazards. It shall be secure to prevent unauthorized movement.
<input type="checkbox"/>	Generators and other internal combustion power sources shall be separated from tents, canopies, or membrane structures by a minimum of twenty (20) feet. They shall be isolated from contact with the public by fencing, enclosure, or other approved means.
<input type="checkbox"/>	All electrical/temporary power shall be per the 2014 National Electric Code and subject to inspection from The Citadel Fire Marshal’s Office or an approved Citadel representative.
<input type="checkbox"/>	An after-action-review (AAR) shall be conducted by all campus stakeholders for the event to discuss any issues or improvements that can be made no later than one (1) week after the completion of the event.

Event Manager Printed Name

Date

Event Manager Signature

Event Manager Signature

Fire Marshal Acceptance
or approved personal

Fire Marshal Signature
or approved personal

DETAILED SITE PLAN:

