



Chattanooga Fire Department

Special Events Checklist

This checklist provides some of the basic regulations governing the operation of special events. If you have any questions or concerns, call the Chattanooga Fire Marshal's Office at (423) 643-5604.

1. Plans.

- A. Detailed floor plans must be submitted to Fire Prevention at least 15 days prior to the scheduled opening of the show. It is not necessary to show the details of individual booths.
 - (1) Layout: of exhibits and building in use.
 - (2) Exits: mark aisles and exits.
 - (3) Fire extinguisher equipment: location and nature.
 - (4) Dates: for move in, move out and times open to public.
 - (5) Contacts: persons' names and telephone numbers.
 - (6) Structure inside building: detailed plans must be submitted 5 days prior to show.
 - (7) Vehicles: type and number with diagram of placement.
- B. If a tent is to be erected at a location, plans showing the details of the tent placement must be submitted to Fire Prevention at least 15 days prior to the scheduled opening of the show.
- C. Certificates of flame resistance shall be provided for tents, awnings, drapes, table skirts and other decorative material.

2. Permits

- A. Tents (400 square feet or greater) must be permitted by the Fire Marshal. Permits from Building Inspection may also be required.
- B. Liquid Petroleum Gas for demonstration purposes inside buildings and for cooking purposes outside of buildings must be approved and permitted by the Fire Marshal.
- C. Open flames, candles and burning or smoke emitting materials must be approved and permitted by the Fire Marshal prior to the event.
- D. Special effects materials, pyrotechnics and fireworks must be approved and permitted by the Fire Marshal.
- E. Welding and cutting equipment and use must be approved and permitted by the Fire Marshal. Other permits may be required. Contact the Chattanooga Fire Department for more information.

3. Exits

- A. Exit doors shall be maintained in proper working order and unlocked at all times when the building is occupied. Exit doors shall not be blocked or obstructed from inside or outside of building by vehicles, barricades, etc.
- B. Exit ways shall be kept clear of obstructions at all times with adequate aisle widths provided.
- C. Curtains, drapes, or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, hose cabinets, standpipes, fire extinguishers, or any other life safety equipment at any time.

4. Fire Access

- A. Fire lanes shall not be obstructed or barricaded at any time in any manner.
- B. Fire hydrants and fire department connections must be maintained with a 3-foot clearance, and no parking within 15 ft. of fire hydrant.

5. Fire Alarm / Detection Systems

- A. Fire detection equipment must be operable at all times and serviced and tagged annually. Immediately notify the Chattanooga Fire Department if fire alarm system becomes non-operational.
- B. Fire watch personnel may be required at the discretion of the Fire Marshal.

6. Sources of Ignition

- A. "NO SMOKING" signs shall be posted throughout those areas designated by the Fire Marshal where smoking is prohibited, including tents.
- B. In areas where smoking is permitted, on each table and at other convenient locations, approved noncombustible ashtrays or match receptacles shall be provided.
- C. Unless they are flame retardant, combustible materials, merchandise, or signs shall not be attached to, hung from, or draped over flame retardant side and rear divider draperies of booths, or attached to table skirting facing the aisles.
- D. Hay and straw used for decoration shall be flame retardant or covered with a flame retardant tarpaulin; otherwise, it must be stored and maintained in a manner approved by the Fire Marshal.
- E. Sawdust and shavings shall be maintained flameproof at all times, by wetting down each day.
- F. Combustible waste shall be collected as it accumulates, and stored in non-combustible, covered containers, which are emptied as necessary, but as a minimum at the close of each day.
- G. Use or demonstration of equipment using liquid fuel inside of buildings is prohibited.

7. Fire Extinguishers

- A. Typically, a 2A-10BC rated fire extinguisher shall be provided for every booth, display, stage, concession or internal combustion power source within 75 feet of travel or every 3,000 square feet of floor space. The extinguisher must be serviced and tagged annually.
- B. A Class K rated fire extinguisher shall be provided within 30 feet of food processing equipment that produces grease-laden vapors. (Existing 40-BC rated fire extinguishers installed prior to 07/01/04 that are serviceable and maintained shall be permitted.) The extinguishers must be serviced and tagged annually.

8. Equipment

- A. Compressed gas cylinders shall be secured to prevent cylinders from falling or being knocked over.
- B. Heating devices shall be installed in accordance with the Building and Mechanical Code. Electrical wiring of a temporary nature shall be installed in accordance with the Electrical Code.
- C. Commercial cooking appliances shall be installed in accordance with the Mechanical and Plumbing Codes, and be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking equipment shall have separation from combustible materials, or noncombustible shielding, as approved by the Fire Marshal.

9. Display of Automobiles, Trucks, Tractors, and Other Vehicles Using Flammable Fuels Inside a Building.

- A. Fuel tanks shall contain no more than one-quarter tank or 5 gallons of fuel (whichever is least). All fuel tanks shall be locked or effectively sealed. All vehicles must be approved and tagged by the Fire Marshal before they can be placed inside the building.
- B. Battery cables shall be disconnected from the ignition system.
- C. Ignition keys for display vehicles shall be kept by a responsible person, at the display location, for use in removal of the vehicles in the event of an emergency.

10. Display of Boats Using Flammable Fuels Inside a Building.

- A. Fuel tanks shall be completely empty. All fuel tanks shall be locked or effectively sealed. All boats must be approved and tagged by the Fire Marshal before they can be placed inside the building.
- B. Battery cables shall be disconnected from the ignition system.

This is only a partial list of the codes and standards governing assemblies and nightclubs and is to be used for educational awareness and not a final checklist for occupancy. Please contact the Fire Marshal's office at 643-5604 and speak with your district's Fire Inspector to learn more.