

# LOS ANGELES CITY FIRE DEPARTMENT

## Division 5 Permit

### LOCATION INFORMATION

▼ FD USE ONLY ▼

<b>Address:</b>	<b>Date of Use:</b>	Date Granted	<b>PERMIT #</b>
		Date Expires	

<b>Name</b>		<b>Phone#:</b>	
<b>City:</b> Los Angeles	<b>State:</b> California	<b>Zip:</b> 90089	

### CONTRACTOR INFORMATION

<b>Name</b>		<b>Phone#:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Print Name</b>	<b>Signature</b>	<b>Title</b>	

### PROPERTY OWNER/SPONSORING ORGANIZATION

<b>Name</b>		<b>Phone#:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b> CA	<b>Zip:</b>	
<b>Print Name</b>	<b>Signature</b>	<b>Title</b>	

\*Do not write below this line\*

<b>Inspector signature:</b>				<b>FIRE MARSHAL</b>			
<b>Date:</b>		<b>Unit</b>					
		<b>Phone #</b>		Billing and Accounts Receivable , 10th Floor, Room 1070 (RevCode#3882)			
<b>ITEM</b>	<b>Code ID</b>	<b>No</b>	<b>FEE</b>				
Fireworks-ground display	380						
" aerial burst under 6"	390						
" aerial burst over 6"	400						
Exhibit, Show or Circus	420						
Tent- 450 to 3,500 sq. ft.	430						
Tent- 3,500 to 25,000 sq. ft.	440						
Tent- over 25,000 sq. ft.	450						
<b>TOTALS</b> →				Signature			

\*\*\*\* Check here \_\_\_\_\_ if comments are used on back of form. \*\*\*\*

## BASIC SETUP REQUIREMENTS

All setups and operations are subject to field inspection by an inspector

1. Special Permit (F-315) is required for any open flame on premises.
2. A Division 5 Permit is required for setups of tents, canopies, or membrane structures if the total square footage is more than 450 Sq. Ft.
3. A Building and Safety Permit is required for all electrical, natural gas, or water installations that extend from the building.  
(Department of Building and Safety Public Information for: Electrical- (213) 485-2333; Plumbing- (213) 485-7864)
4. Generators must be placed 20 feet from the building. **Also, must have a 20BC Fire Extinguisher placed nearby.**
5. Electrical wires or cables, and any gas/water piping on ground located in public area must be matted.
6. No cooking under tents, canopies, or membranes is allowed. However, if canopy is metal (noncombustible), cooking is permitted. A 10 foot clearance must be maintained between the structure or booth
7. If a propane tank is used, a minimum 10 feet clearance must be kept between an tank and appliance(s).
8. Every booth where there will be cooking shall have a 2A-10BC extinguisher throughout.
9. Barbeques must be kept in a remote area where there is no public access.
10. CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
11. All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.
12. ALL exits and aisles must be maintained free and clear of any items.
13. Tents and canopies shall have a State Fire Marshal Flame Resistance Rating
14. ALL decorations, etc. shall be flame retardant.
15. A 7 foot overhead clearance must be maintained in all public access areas.
16. A 20 foot Fire lane with a minimum 14 foot overhead clearance must be maintained
17. All Booths shall be a minimum of 10 feet away from structures.
18. Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
19. Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
20. Every chair shall be within 20 feet of an aisle.
21. Loose Chair Seating The space between rows of chairs shall be not less than 33 inches. The space between the back of each seat and front of the seat immediately behind will not be less than 12 inches, Seats shall be arranged so that there shall be not more than six intervening seats between any seat and the nearest aisle.

---

SIGNATURE/TITLE

---

DATE

OUTDOOR SPECIAL EVENT REQUIREMENTS

1. Event organizers shall be responsible for compliance with conditions listed in Addendum #001 by all cooking vendors.
2. All venue occupant loads shall be maintained
3. All exits and aisles shall be maintained free and clear
4. All cables shall be taped, matted or flown.
5. Compressed gas cylinders shall be secured at all times and capped if not being used.
6. Fire lanes shall be maintained unobstructed at all times.
7. All fire protection systems shall be visible and unobstructed.
8. All decorations shall be flame retardant.
9. No motor vehicles shall be operated in the event area.
10. At the closing of the event, event organizers shall maintain the perimeter and not allow motor vehicles into the event area until the public is cleared.
11. Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
12. Event organizer(s) shall be responsible for submitting to the Fire Department, a list of all cooking vendors and the signed copies of **ADDENDUM #001 (Requirement for cooking)**, by each cooking vendor.

RECEIVED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE \_\_\_\_\_

ADDENDUM #001

**COOKING AT SPECIAL EVENTS-REQUIREMENTS**

ADDENDUM TO SPECIAL PERMIT (F-315) NO: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATES-FROM \_\_\_\_\_ TO: \_\_\_\_\_

DBA/BOOTH: \_\_\_\_\_

1. NO cooking under canopies or in unapproved indoor structures.
2. Cooking devices using propane must have the propane bottle outside the booth and properly secured in an upright position. **Use of propane indoors is PROHIBITED**
3. All fittings and hose used with propane shall be approved for such use by an approved testing laboratory.
4. Propane shall be limited to the supply on site. **There shall be no remote storage area.**
5. Propane cylinder size is limited to a 5.76 gallon capacity.
6. Limit of one propane cylinder per appliance.
7. Refueling of propane cylinders on site or at other nonapproved locations is prohibited.
8. A fire extinguisher with a minimum of 20BC classification is to be provided at each booth.
9. A minimum of three (3) feet clearance must be provided between the public and the cooking device by a barricade.
10. All cooking devices shall be secure, stable, and level.
11. The L.A. County Health Department approval must be obtained for cooking on site.
12. No Smoking within 25 feet of propane cylinder and No Smoking inside a tent of canopy.
13. Coals shall be fully extinguished and cold, then placed into a clean noncombustible container for disposal.
14. All propane connections shall be tested for leakage by performing the manufacturers recommended testing procedures.

RECEIVED BY: \_\_\_\_\_ DATE; \_\_\_\_\_

PLEASE SIGN TWO COPIES. ONE COPY SHALL REMAIN ON SITE AND THE OTHER FOR THE FIRE DEPARTMENT.

**BBQ PERMIT INSTRUCTIONS**  
(Attach to F-315 Special Permit)

1. Applications shall be made to the Los Angeles City Fire Department for use of portable Barbeque Devices.

NOTE: Notification must be made to the Safety Section of the L.A. U.S.D. Board of Education, when a barbeque device is located on L.A.U.S.D. property

2. Portable barbeques may only use charcoal briquettes, natural gas, or electricity as the fuel.
3. The location of the barbeque device should be in a non-enclosed area, located at least five (5) feet away from any combustible material, and shall have at least five (5) feet of clear working space completely around the device.
4. The barbeque device must be so isolated that persons other than the operators may not approach nearer than five (5) feet of the device. There shall be a rigid restricting barrier.
5. Only adults should be allowed inside the barrier. Absolutely no children under twelve (12) years of age shall be within the barrier
6. One water type extinguisher of at least 2-1/2 gallon capacity shall be available inside the barrier
7. Flammable liquids shall not be used to start charcoal.
8. At the termination of use, the embers and ashes shall be thoroughly soaked with water.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# TENT CHECKLIST

## FOR FIRE DEPARTMENT APPROVAL

\_\_\_\_\_ Provide three sets of layouts drawn to scale showing all equipment and items inside the tent as per Division 33 and Division 115

\_\_\_\_\_ Show distance from tent to any structures or property lines on layout.  
10' away under 1,500 sq. ft.  
30' away if between 1,501 and 15,000 sq. ft.  
50' away if over 15,000 sq. ft.

**FOR TENTS OVER 1,500 SQ. FEET:** An unobstructed passageway not less than six feet in width and free from guy wires or other obstructions shall be maintained on all sides of tents.

\_\_\_\_\_ **EXITING**-Exit width, number of exits, aisles, cables matted or flown above ground. Show location of equipment or tent lines in relation to exits as per Division 115.

\_\_\_\_\_ No parking within 50 ft. of tent(s) (most restrictive)

\_\_\_\_\_ It is understood that support vehicles (catering trucks, etc.) must be at least 20' away from tent.

\_\_\_\_\_ **"NO SMOKING"** signs will be installed in tent in a conspicuous place (NO ASH TRAYS)

\_\_\_\_\_ \* No. of "No Smoking " signs required

\_\_\_\_\_ Fire Extinguishers will be provided in all tents and mounted in a conspicuous place.

\_\_\_\_\_ \* No. of extinguishers required

\_\_\_\_\_ **NO OPEN FLAME WITHIN THE TENT**- Sterno for warming food IS allowed with chafing dishes ONLY. Exceptions to this require Permit F315.

\_\_\_\_\_ Heaters must be approved type and located 10' away from exits. Propane tanks for heater will be located outside the tent at least 10' away and secured to tent stakes.

\_\_\_\_\_ Occupant Loads: Check on that applies

\_\_\_\_\_ over 49- illuminated exit signs

\_\_\_\_\_ 100 or more - emergency egress lighting and battery exit signs

\_\_\_\_\_ 1,000 or more - 1 1/2" hose line provided for fire fighting.

\_\_\_\_\_ **SAFETY OFFICER(s)** required if - occupant loads is

500 to 999 - 1 Uniformed Fire Safety Officer

1,000 or more - 2 Uniformed Fire Safety Officers

\_\_\_\_\_ No. of Fire Safety Officers required for this event?

(at \$55 per hour, 4 hour minimum per Fire Safety Officer)

### CATERER:

\_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

### TENT COMPANY

\_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_ Notify Inspector Jerry Hurt of the Department of Building and Safety (213) 237-1459, of the location, phone number, and dates

\_\_\_\_\_ A set of approved plans shall be on site and made accessible to the Fire marshal

**THE ABOVE IS CORRECT AND TRUE TO FORM:** \_\_\_\_\_

(Signature)

**DATE:** \_\_\_\_\_

**LOS ANGELES CITY FIRE DEPARTMENT  
SCHOOLS AND CHURCHES/INSTITUTIONS UNIT  
AUTHORIZATION FOR SAFETY WATCH**

**SPECIAL EVENTS**

The following emergency inspection was conducted: (circle)

- |                             |  |
|-----------------------------|--|
| A. Carnivals                | H. Outdoor Special Events              |
| B. Exhibits                 | I. Church Revivals                     |
| C. Shows                    | J. Helicopter Landings                 |
| D. Circus                   | K. Events w/open flames, i.e., Candles |
| E. Firework Displays        | L. L.A. U. S. D. Events                |
| F. Parties, i.e., Premieres | M. Other _____                         |
| G. Events within Tents      |  |

**BILL TO:** I, (Name) \_\_\_\_\_  
Company (Name): \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

I am the responsible party and am authorized to expend funds for a Safety Watch at:

**SITE ADDRESS:** \_\_\_\_\_

I hereby request that a Fire Department Inspector perform a safety watch for:

Type of Inspection: \_\_\_\_\_

on (Date)\_\_\_\_\_ at (Time)\_\_\_\_\_ or a time to be scheduled at a later date.

I agree to pay a fee of \$220.00 for the first four hours or any fraction of that period, and a fee of \$55.00 per hour thereafter.

**FOUR HOUR MINIMUM**

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

LAFD Inspector (Print) \_\_\_\_\_ Date \_\_\_\_\_

Inspector # \_\_\_\_\_ (Signature) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

(Unit Commander's Signature)

<b>FOR ACCOUNTING USE ONLY</b>	
<b>DATE RECEIVED:</b>	<b>DATE INVOICED</b>