Indoor Special Events – Existing Buildings

Crowd Managers Training Certificates (Anticipated attendees 500+)
- Training shall be completed and attained through the National Association of State Fire Marshals Crowd Manager Program or equivalent as approved by the fire code official. IFC 403.12.3.2
- One Certified Crowd Manager for every 250 attendees. IFC 403.12.3.1
  http://www.firemarshals.org/Crowd-Manager-Training

Occupant Load and Egress
- Spaces with one Exit shall have an occupant load no larger than 49 IFC 1006.2.1
- Occupancy 50 or greater please review with fire official

Non-Combustible Decorations
- Curtains/drapery must meet NFPA 701 and shall not exceed 10% of specific wall or ceiling area IFC 807.2
- Natural cut trees PROHIBITED IFC 806.1.1

Open Flame and Cooking
- Open flame, fire and burning on all premises shall be in accordance with IFC CH 308
- Cooking and open-flame devices Contact DFPD (See SJBH Dept)

Electrical Connections
- Electrical Cord(s) MUST be protected for environmental and physical hazards and from tripping hazard and protected. IFC 604.5
- Abatement of electrical hazards shall be identified if modified or damaged. Equipment and fixtures shall be tested by a listed approved agency and installed and maintained in accordance. IFC 604.1 & 604.7

Temporary Chairs and seating
- 200 chairs or greater 12” spacing from front seat of chair to back of next chair and securely fastened ingroups of not less than three IFC 1029.15
- Tables and chairs-maintain 12” aisle from the backs of chairs when positioned in a fashion that the seats are in use for exiting in case of emergency.

Stages/Risers
- A means of egress shall be free from obstructions that would prevent its use IFC 1031.3

Displays and storage of Hazardous and Combustible Materials
- Vehicles in indoor trade shows and exhibition areas Contact DFPD
Tables and chairs, maintain 12” aisle from the backs of chairs when positioned in a fashion that the seats are in use for exiting in case of emergency. Maintain 48” aisles and Minimum 36” Egress points.

Fire extinguishers shall be placed every 75 feet of travel distance.

200+ seats placed in an assembly setting need to be securely fastened together in groups of three to prevent significant hazard when tipped over and removed easily for emergency access. Allow 12” from seat back to front of back seat.
Outdoor Fairs, Trade Shows, and Exhibitions

Crowd Managers Training Certificates (Anticipated attendees 1000+)
- Training shall be completed and attained through the National Association of State Fire Marshals Crowd Manager Program or equivalent as approved by the fire code official.
- One Certified Crowd Manager for every 250 attendees. [http://www.firemarshals.org/Crowd-Manager-Training](http://www.firemarshals.org/Crowd-Manager-Training)

Portables Tent/Canopy/EZ UP less than a Total 700 sq ft of one or more clustered tents (No Permit required):

**NOTE:** An Operational Permit is required for temporary membrane structures, tents and canopies that are 700 square feet or larger per Section 105.6.8 of La Plata County adopted 2015 International Fire Code O-2023-01; 700 square feet or larger per Section 105.7.13 of the City of Durango adopted 2018 International Fire Code O-2022-0003.

- Weighting of each tent or canopy is required: 10x10 40-lb weights; larger than 10x10 80-lb weights, attached to each corner of the tent or canopy. **WATER PROHIBITED** Structures shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.
- Fire Break of 12’ between tent(s) and from buildings/combustibles.
- No Smoking under the tent or canopy. Signs are encouraged. IFC 3107.3
- Cooking under the tent/canopy prohibited. Sterno warming units used in a properly suspended device are acceptable and MUST be kept 10’ from the tent exit AND 5’ from combustibles. 3107.12.4
- No open flame under the tent or canopy. And 5’ from combustibles. IFC 3107.4
- Fire Extinguisher within 75’ Minimum 2A-10BC (5lb ABC) Fire Extinguisher in conspicuous location, unobstructed secured with sign. IFC 906
- Portable heaters Restricted see attachment.
- Hay, straw, shavings, or similar combustible materials are prohibited IFC 3107.2

Generators and Electrical Cords
- Generators – installed not less than 10 feet from combustibles and isolated by physical guard/fence or enclosure not less than 3 feet away from internal combustion power source. IFC 3106.6.2
- Electrical Cord(s) MUST be protected for environmental and physical hazards and from tripping hazard and protected IFC 604.5  Electrical Cord(s) MUST be outdoor rated. IFC 3106.6.1
- Extension cords shall be plugged directly into an approved receptacle and shall serve only one portable appliance. IFC 604.5.1

Temporary Chairs and seating
- 200 chairs or greater requires Operational Permit. 12” spacing from front seat of chair to back of next chair and securely fastened ingroups of not less than three IFC 1029.15
- Tables and chairs-maintain 12” aisle from the backs of chairs when positioned in a fashion that the seats are in use for exiting in case of emergency.

Food Preparation
- LP Tanks-Clearance to combustibles MUST be 10 feet.
- Tanks MUST be secured to avoid tipping/tripping hazard.
- No more than 200 lbs. LPG stored on site at any one time.
- Fire Extinguisher within 75’ Minimum 2A-10BC (5lb ABC) Fire Extinguisher in conspicuous location, unobstructed secured with sign. IFC 906

Mobile Food Vehicle
- All Mobile Food Vehicles MUST have a current inspection from DFPD displayed

Barriers
- Minimum of two 36” wide egress openings with EXIT signs

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An unobstructed fire break passageway of not less than 12 ft wide and free from guy ropes or other obstructions shall be maintained on all sides of tent(s)/structures. **IFC 3103.8.6**

Generators – installed not less than 10 feet from combustibles and isolated by physical guard/fence or enclosure not less than 3 feet away from internal combustion power source. **IFC 3106.6.2**

Structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapse. **IFC 3103.9**
January 19, 2022

OUTDOOR PORTABLE HEATERS

The use of outdoor portable heaters shall be in accordance with the requirements of the 2015 International Fire Code.

Prohibited Locations (603.4.2.1.1-603.4.2.1.4):
- Inside a building and connected to a gas container.
- Inside tents, canopies, or membrane structures.
- On balconies, decks, under any type of combustible overhang.

Installation and Operation (603.4.2.2-603.4.2.3):
- Follow listing and manufacturer’s instructions for installation.
- Appliances should have a Tip-Over Switch that shuts off gas flow when appliance is tilted more than 15 degrees from vertical.
- The heating element should be guarded against contact by people or any material.
- The maximum container size for appliances is 20lbs.
- Fuel gas containers for appliance shall not be stored inside buildings.
- Multiple fuel gas containers shall be restrained and away from building openings.

For any questions regarding outdoor portable heaters, contact the DFPD Prevention and Code Enforcement Division at (970) 382-6001 or DFPDFPB@durangofire.org.