Note: This information is being provided by the Pasadena Fire Department as a summary of the 2013 California Fire Code (CFC) which is adopted by City Ordinance as Title 14.28.010 of the Pasadena Municipal Code. This information is intended to be used as a quick reference guide and is not all inclusive and does not supersede other adopted codes and regulations.

General Information

1. Plans shall be dated and titled.
2. Plans shall identify and/or be oriented to North.
3. Plans shall contain a comprehensive legend of symbols used.
4. Plans shall be to scale or have pertinent dimensions clearly identified.
5. Plans for large outdoor events shall contain an approved number/letter grid.
6. Plans shall be an approved size that facilitates the depiction of required details.
7. Digital versions of plans shall be provided as PDF files.

Plans Shall Clearly Identify Existing TOPOGRAPHICAL FEATURES

1. Street Names and Widths.
2. Directional Traffic Information.
5. Notable Fixed Features/Elements e.g., fountains, stairs, fences, walls.
6. Fire Hydrants and Fire Department Connections.
8. Surface Deviations e.g., grass, concrete, walkways, driveways.
Plans Shall Clearly Identify the Following EVENT ELEMENTS:

1. Event Date and Times.
2. Fire Lanes (with dimensions and identifying the presence of walls).
3. Tents (with dimensions and wall locations).
4. Seating Areas (tables and/or chairs) including aisle widths and spacing.
5. Cooking Areas (type of appliance and fuel).
6. Propane Use and Storage.
7. Fire Extinguisher – locations and type.
8. Booths (with dimensions and spacing)
10. Vehicles.
12. Stages.
13. Restrooms.
Minimum Spacing for Assembly Areas With Non-Fixed Seating and Tables

Rule 1: Aisle accessways shall not be less than 12 inches wide.

Rule 2: Where non-fixed seating is used, the 12 feet from the tables edge.

Rule 3: Aisle accessways shall be increased by 1/2 inch for every foot beyond 12 feet of accessway length. This is added to the 2 feet from the seats edge.

Rule 4: Path of travel from any seat along the aisle accessways shall not exceed 35 feet to the closest aisle.

Rule 5: Aisle width shall not be less than 96 inches when seating an occupant load of 50 or fewer.

Rule 6: Aisle width shall not be less than a person sitting in a seat.

Rule 7: Where non-fixed seating is used, the 36 or 48 inches of Rules 5 and 6 is measured from a point 19 inches from the tables edge.

Rule 8: The area occupied by a person sitting in a seat.

Tables edge (the area occupied by a person sitting in a seat).

These are the General Requirements from NFPA 101, Sections 12.2.5 and 13.2.5. Examples are provided on Pages 2 through 5. Contact the Fire Prevention Office if you have questions or special circumstances.
Example 1

(12" from each table, plus the required 12 inch accessway = 50" between tables)

All aisle accessways have a minimum of 50 inches between tables

Provided for illustration purposes only and not to scale or design for any specific room.
Example 2

All aisle accessways have a minimum of 50 inches between tables (19" from each table plus the required 12" accessway = 50" between tables)
Example 3
Example 4
Tent Requirements

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Tents and Canopies

- No distinction between tents and canopies....with or without walls.
- 12 foot Fire Break required for every 700 sq. ft. (10X10)
- Anchorage required (ropes, weights) to withstand negative impact of weather conditions
- Small Tents (under 10 occupancy) – conform to CPAI 84 for fabric fire resistance
- Large Tents (over 10) – conform to SFM fire resistive standard
- Fire Resistance Tag/Seal of Registration must be intact, legible and securely affixed.
- Occupancy Load, egress width, chair, table and aisle requirements mirror other assembly uses.
- Exit sign and exit lighting required for assembly areas (over 50 occupancy)
- Exit panels – contrasting color, free sliding, 80” min. height. No zip ties, Velcro, etc. during use.
- 100 feet maximum travel distance to Exit. Number of exits – Table 3103.12.2
- Tents must be maintained free of combustible materials
- Fire Safety Officer may be assigned at the discretion of the Fire Marshal
- 20 Feet Minimum Distance Required:
  - Any open flame device or heating appliance
  - Liquefied flammable gas or flammable/combustible liquid cooking when tents are occupied by the public.
  - Charcoal or solid fuel cooking when tents are occupied by the public
  - Between cooking tents and other tents
  - Any cooking or other operation that produces sparks or grease laden vapors
  - Parked vehicles
  - Generators
- 10 Feet Minimum Distance Required:
  - Cooking and heating equipment and combustible materials
  - Cooking and heating equipment and exits
  - Containers 500 Gallons and less
Fire Extinguishers
- Minimum legal size is 2A 10BC.
- BC only not enough (CO2 or sodium bicarbonate)
- Required every 75 feet of foot travel.
- Fire Extinguishers required for tents at 500 sq. ft. and every additional 2,000 sq. ft.
- Hazard specific fire extinguishers required for every cooking related tent.
- Class K for deep fat fryers. One 1.5g for every 320 lbs. of oil. Within 30 feet.
- Service collar must be within 6 years
- Annual inspection (by Cal SFM registered company) must be noted on tag or label

Propane
- Tanks shall be separated from tents by a minimum of 10 feet
- Tanks should be separated from appliance by 5 feet or used per manufacturers specifications (NFPA 58)
- Safety Release Valves shall be pointing away from tent.
- Location of tanks shall provide protection from physical damage or other hazards.
- Tanks shall be secured in place in an approved manner.
- No propane, flammable/combustible liquids inside tents.
- Vehicles can be displayed in tents with conditions
- Other vehicles shall be no closer than 20 feet.

Generators
- 20 feet minimum from tents
- Positioned in a non-public areas
- Panels must be closed or covered
- Operated in accordance with manufacturers specifications (e.g. grounding)
- No additional regulation if fuel supply is under 5 gallons.

Required Fire Permits
- Storage or Use of Propane
- Place of Assembly
- Open Flame Cooking and Candles
- Carnivals and Fairs
- Tents over 400 sq. ft.
  Exceptions: Tents without walls:
  Individual tent not over 700 sq.ft.
  Aggregate area of contiguous tents not over 700 sq. ft.
  Minimum clearance of 12’ from other tents and structures
Information Sheet#: 2016-001
Date Issued: February 29, 2016
Last Revision: February 29, 2016

Topic: CANDLE AND FUEL BURNING DEVICE REQUIREMENTS
Reference #1: 2013 California Fire Code - Chapter 3 / Open Flame Requirements

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Candles
- The use of candles in an occupancy or area classified as a Public Assembly requires a permit.
- The diameter of the candle holder base shall be at least one-half the height.
- If the candle holder base is less than one-half the height, it must be securely attached to a larger base in an approved manner.
- The use of legs is not permitted unless the holder is stable.
- The flame shall be enclosed with the following exceptions:
  - Openings on the side shall not be more than 3/8 inch in diameter.
  - Openings on the top shall not exceed 2.25 inches in diameter.
  - There shall be a minimum of two inches between the top of the flame and rim.
- The shade or chimney must be securely attached.
- Any base, attached display, shade or chimney must be of non-combustible materials.
- Candle holders shall be constructed to prevent the spilling of wax.
- A model or pictures, with dimensions clearly visible, must be submitted to the Fire Prevention Division for approval.
- Candles shall not be left unattended when lit.
- Floating and hand-held candles shall not be permitted.
- The use of candles may require a standby Fire Safety Officer.
- Permits are not required for battery operated simulated candles.

Candles Used in Religious Ceremonies
- Candles used in churches and similar places of worship shall be limited to areas out of reach by those not associated with the religious ceremony.
- Candelabras shall be secured in a fashion to prevent being tipped over.
- Candelabras shall be high enough that clothing cannot come in contact with lit candles.
- The use of candles may require a standby Fire Safety Officer.
- Permits are not required for battery operated simulated candles.
- Under no circumstances shall hand held open flame devices such as exposed candles be permitted for any purpose in any Assembly or other occupancy within the scope of California Code of Regulations, Title 19, Division 1 regulations. Title 19 CCR 3.25(b).

**Fuel Burning Appliances**
- The following requirements apply to devices and appliances used for warming food or beverages.
- Class I and Class II liquids are prohibited.
- There shall be no means to adjust the height of the flame.
- Liquid or solid fuel devices must self-extinguish when tipped over.
- Fuel canisters shall be securely contained within a holder or affixed so as to prevent being displaced or tipped over.
- Maximum canister volume is 8 FL OZ.
- All materials within six inches of the open flame device shall be non-combustible.
- The use of open flame devices may require a standby Fire Safety Officer.
- Fuel burning devices shall not be left unattended when lit.

**The Fire Chief or designee is authorized to halt the use of open flames or candles.**

Thank you for taking the time to review these requirements. Please keep in mind that individuals are responsible to obey all related codes and to check with the Fire Department to obtain all necessary permits and pay any fees. Applications for permits can be obtained from the Fire Prevention Division of the Pasadena Fire Department at the following Address:

**Pasadena Fire Department – Fire Prevention Division**
175 N. Garfield Avenue
Pasadena, CA 91101
Phone: (626) 744-7049 • Fax (626) 396-8696
FIRE LANE ANALYSIS

- Route is 15' - 20' wide
- Route is 10' - 15' wide
- Route is under 10' wide
- re-paint/signs needed
- tree/bollard to be moved
- wall/curb fix needed
- Auto Sprinkler Connect
- Dry Standpipe Connect
- Fire Hydrant-Campus
- Fire Hydrant-City
- Fire Truck Access Route
- Knox Boxes (existing)
- Requested Knox Boxes
- Proposed Access Route

Additional striping or signage may be needed to help define designated fire lanes.