



Greensboro Fire Prevention
211 N. Greene Street Greensboro, NC 27401
336-373-2177

**Guideline Requirements for Festivals such as:
Fun Fourth, City Stage, and similar events.**

Comply with the following:

1. Obtain a permit from the City Managers Office. In accordance with Chapter 4, section 403 of the North Carolina Fire Code, a public safety plan shall be provided. Contact the Fire Prevention Bureau and submit a minimum of 2 copies of maps and complete support information showing streets to be closed, booths to be set up, types of activities, and other necessary information. Include details of means of ingress and egress for emergency vehicles with the plan. Information should be submitted at least 30 days in advance of the event start date.
2. The use of temporary booths, structures, canopies and tents is subject to the limitations of the North Carolina building and fire codes and are subject to inspections by the authority having jurisdiction. Tents and membrane structures in excess of 200 sq. ft. and canopies (open without sidewalls or drops on at least 75% or more of the perimeter), greater than 400 sq. ft. require permitting. (Only canopies **open on all sides** that comply with all the following are exempt from permitting... no individual canopy greater than 700 sq. ft., the aggregate area of multiple canopies side by side do not exceed 700 sq. ft., and you provide 12' minimum clearance to all structures and other tents).
3. If permission is granted for the temporary closing of streets, the closing must be accomplished with movable barricades allowing quick fire department access. 20' wide fire vehicle access lanes must be maintained at all times through all closed streets. Booths, stages, or any items placed in the streets for the event shall be placed so as not to threaten or endanger a property from exposure fire, and so as not to interfere with fire hydrants (Maintain a minimum of 3' of clearance to hydrants, fire department connections, or any other fire protection equipment, or access and exits to buildings).
4. Before a tent permit is granted, the owner or agent shall file with the code official a certificate executed by an approved testing lab, certifying that the tent, canopy, floor covering, combustible decorative material and effects, including sawdust on floors, and any other combustible structural elements including drops, tops, sidewalls, and screens shall be composed of flame resistant material or shall be properly treated with a flame retardant and meet the requirements of NFPA 701 and the NC State Fire Code, and that any such flame resistance is effective for the period specified by the permit.

5. All electrical work shall be conducted by a licensed electrical contractor and shall be inspected by the city electrical inspection department. Electrical service for booths shall not be supplied from buildings, but from exterior power sources. All wiring and temporary cords shall be approved by the electrical inspections department. Extension cords shall be secured and located so as to not create a trip or shock hazard. (i.e. away from all water sources).
6. All compressed gas cylinders shall be secured by chain or other effective means. No flammable, toxic, or oxidizing gases are permitted. Gas lines shall be protected from damage.
7. Any cooking appliance using a fuel gas (LP or Natural) shall be AGA approved. Gas appliances must be installed by licensed heating or plumbing contractors and inspected by the city heating inspection department. (373-2155)
8. Crafts involving welding, cutting, glass blowing, or similar type hot work shall be located so as to avoid endangering the public or creating a fire exposure hazard to other property. Open fires used for certain crafts shall be in an approved location, secured from the public and under constant supervision.
9. Portable fire extinguishers (ABC type with a minimum 2A rating), serviced within a 12 month period, are required in all booths, structures, and locations where wiring, cooking facilities, or any other ignition source or hazardous condition exists.
10. All buildings open for use by the public and/or the event staff shall meet the requirements of the NC State Building and Fire Prevention Code. If previously vacant buildings are placed into use, the building inspection department (373-2155) and fire prevention department (373-2177) shall be contacted for an inspection.
11. If any building is used for “haunted house”, contact building inspections and fire prevention in advance for inspections.
12. Keep all trash and debris removed to avoid creating hazardous conditions.

NOTE: For the purpose of the forthcoming requirements, the definition of “open to the public” is as follows...**”Open to the public would allow the public to enter the tent; Closed to the public would allow the public to approach the perimeter of the tent but not enter the tent.”**

13. Open flames or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or within 20’ of a tent, air-supported, or tensioned membrane structure while open to the public unless approved by the code official. **((Deep fat fryers, charcoal grills and any other open flame devices (gas grills and flame burners) are not permitted under tents that are “open to the public”)).** Tents closed to the public where any cooking is performed shall be separated from other tents or canopies by a minimum of 20’.
14. Any permitted tent where cooking is performed shall be flame resistant in accordance with section 2406 of the International Fire Code. Any site built noncombustible booth

requires a construction permit (373-2155) and shall contain 2 remote exits if equipped with deep fat fryers.

15. LP gas cylinders fueling equipment inside a tent or canopy shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved manner. Portable LP-gas containers shall be located outside tents and securely fastened in place to prevent unauthorized movement.
16. Generators and their refueling shall be in an approved location and shall be separated from tents by a minimum of 20'. Maintain a clearance of at least 3' from combustibles.
17. Fireworks are regulated per the North Carolina State Fire Prevention Code chapter 33, NFPA 1123 and North Carolina General Statutes. Fireworks permits must be obtained from the Guilford County Board of Commissioners (641-3352), and shoots coordinated with Fire Prevention.
18. Portable grills are not allowed (by any vendor or store owner) in any area that is occupied by the general public. Festival promoters are responsible for notifying all affected parties and for notifying all vendors of the cooking and tent limitations and regulations. **The promoter shall be further responsible for determining that fire regulations are in compliance at all times.**
19. All requirements of the North Carolina Building and Fire Prevention Code must be adhered to. If there are any conditions not included in this report which may involve a fire safety hazard, it shall be reported to Fire Prevention prior to the event or when initially recognized. Fire inspectors will check for compliance on site. Any violations may result in any operation being closed down until compliance is achieved