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Corvallis Fire Department Outdoor Event Requirements and Operational Guidelines

- **Permits:** An operational permit is required by CFD for all outdoor events. ([Fire General Permit Form](#)) Permit fees are based off current municipal code. Outdoor events include, but are not limited to the following:
 - Oregon State University Events (Beaver Street, DAMJam, etc)
 - Festivals
 - Trade/Art Fairs
 - Farmer's Markets
 - County Fair / Rodeos
 - Mobile Food Unit Clusters
 - Any outdoor event with an anticipated attendance of over 500 people

- Some events may require additional **operational permits**. Examples of possible additional permits are:
 - Mobile Food Units (Food Carts/Trucks)
 - Tents / Cooking Tents
 - Kiosks where gas is used (natural gas, LPG, etc)
 - Fireworks

- An **Emergency Response Plan** shall be provided to and approved by CFD prior to permit approval (OFC 404.2.2). Emergency Response plans shall include the following:
 - The procedure for reporting a fire or other emergency
 - Procedures for notifying occupants of a fire or other emergency
 - Procedure for occupants under a defend in place response.
 - Procedure for evacuating occupants, including those who need evacuation assistance
 - Site plans that include:
 - The location of fire hydrants, fire department connections, standpipes, and other firefighting water supplies
 - The route of travel for fire department vehicle access, including access roads and turning radiuses
 - Parking plan
 - Physical structures, especially those within escape path to public way
 - Stages and platforms
 - Temporary structures (tents, booths, mobile units, kiosks, etc)
 - Fences, cages, and barriers
 - Exits
 - Primary evacuation routes

- Secondary evacuation routes
 - Accessible egress routes
 - Portable fire extinguishers
 - Location of dumpsters and waste receptacles, and the trash removal plan
 - Designated 'Smoking Areas'
 - Address plan for naming, numbering, or lettering buildings, structures, or tents
- **Crowd Managers:** Not fewer than two trained crowd managers, and not fewer than one trained crowd manager for each 250 persons or portion thereof, shall be provided for gatherings of 500 or more people (OFC 403.11.3.1) and one trained crowd manager per required exit shall be provided.
- **'No Smoking'** signs shall be conspicuously located. Designated smoking areas provided with non-combustible ashtrays or match receivers shall be approved by the Fire Marshal (OFC 310). The designated smoking area will not be within 10 feet of any intake or opening.
- **Open Flame:** Candles, torches, and other flame devices used for decorative, ceremonial, or demonstrative purposes shall be approved by the Fire Marshal and will require an additional permit (OFC 308).
- **Portable Fire Extinguishers** (OFC 906.2): Fire extinguishers are required on site in accordance with NFPA 10. The fire code official may require fire extinguishers for every booth or exhibit, or may apply the travel distance to meet the intent. Fire extinguishers shall comply with the following:
 - The minimum fire extinguisher shall be a 2A:10B:C for general use. Larger extinguishers or other types may be required for specific hazards.
 - All fire extinguishers shall indicate as being serviced by a certified person within the past 12 months.
 - Fire extinguishers shall be made readily visible and accessible.
- **Means of Egress and Exiting:**
 - Each concession stand/booth shall have a minimum of one exit leading directly out of the area without exiting through intervening spaces including other concession stand/booth, display, or enclosed areas.
 - Aisles and exits shall be kept clear and free of obstructions.
 - Approved exit signs are required when two exits are required or when the occupants load exceeds 49 persons.
 - Occupant Load: The occupant load shall be assigned by the Fire Marshal in accordance with the anticipated use.
 - Fenced Areas:
 - Fenced areas shall be approved by the Fire Marshal and provided with approved means of egress
 - Fenced areas with an occupant load of more than 50 people will require at least two approved exits. Additional exits may be required depending upon occupant load.
 - Exits shall not be chained or locked and easily opened from the inside of fenced area.

- Exits shall be marked with an exit sign.
 - Egress and emergency lighting may be required at night or after sunset.
- **Waste and Trash:** Combustible waste material shall not accumulate and a waste collection plan shall be established (OFC 304).
- **Fire Hydrants – Fire Department Connection**
 - Fire hydrants and fire department connections shall be maintained without obstructions including posts, fences, vehicles, growth, trash, storage or other obstructions which would hinder locating or use. Parking within 10 feet of a fire hydrant is prohibited (OFC 507.5.4).
- **Fire Department Access**
 - Fire department access and fire lanes are to be established and maintained throughout the event. The Fire Marshal shall determine the minimum fire lane width (20 feet), height, driving surface, and turning radius, and if any turn-arounds, key boxes or gates/barriers are required.
- **Tents and Membrane Structures**
 - Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit (OFC 3103.2).
 - Tents open on **all** sides that comply with all of the following do not require an operational permit:
 - Individual tents having a maximum size of 700 square feet.
 - The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
 - A minimum clearance of 12 feet to all structures and other tents.
 - **Location**
 - Tents shall have a minimum of a 12 foot fire break on all sides, unless multiple tents are arranged or set side by side (OFC 3103.8.6).
 - When multiple tents are arranged or set side by side, the aggregate square footage shall not exceed 15,000 square feet for fire department access without a 12 foot fire break (OFC 3103.8.6).
 - Waste containers exceeding 1.5 cubic yards shall maintain a distance of 5 feet from any tent, membrane or combustible structure (OFC 304.3.3).
 - Temporary inverters and generators shall be separated from tents a minimum of 20 feet and placed on an approved surface and shall be isolated from the public by fencing, enclosure, or other approved means (OFC 3107.16).
 - All food concession stands/booths shall have **at least one exit** for staff use. All required exits shall provide a minimum clear width of 32 inches (OFC 1010.1.1).
 - **Flame resistance.** The sidewalls, awnings, drops, and tops of booths, membrane structures, tents shall be composed of flame resistant material or shall be treated with an approved flame retardant. The use of non-treated tarpaulins is prohibited during the hours the event is open to the public. All tents shall have a permanently affixed label indicating the type of tent, size, fabric, or material type, a manufacturer's certificate, or a fabric sample (OFC 3104.2).

- **Cooking Tents:** Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers (firebrands) shall not be used within 20 feet of a tent or temporary membrane structure (OFC 3106.5.1)
 - Exceptions:**
 - Designated cooking tents not occupied by the public, with no public access
 - Tents or structures where cooking appliances are protected with an automatic fire-extinguishing system in accordance with Section 904.2.2.
 - Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public (OFC 3107.4).
- A portable fire extinguisher having a “K” rating is required in any food concession stand/booth indoors or outdoors, accessible within 30 foot travel distance, where cooking appliances produce grease or smoke laden vapors and/or frying with a liquid depth of more than ¼ inch of oil (906.4).
- **Cooking Equipment** using combustible oils or solids shall meet the following (OFC 3106.5.2):
 - Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices that do not pose an ignition hazard, shall be approved (OFC 3107.12.4).
 - Any cooking device that is **indoors, in a trailer, or in a booth** and that creates grease-laden vapors shall be provided with an approved hood ventilation method (OFC 606.2).
 - All hood ventilating systems are required to be installed in accordance with the Oregon Mechanical Specialty Code and be cleaned prior to the start of the event and as often as needed to prevent the build-up of grease during the event (OFC 606.3.3.2).
 - A noncombustible lid shall be immediately available. The lid shall be of sufficient size to cover the cooking well completely (OFC 3106.5.2).
 - The cooking equipment shall be placed on a noncombustible surface (OFC 3106.5.2).
 - Electrical cooking and heating equipment shall comply with NFPA 70 (OFC 3107.12.7).
 - Portable LP-Gas systems used for cooking, refrigeration, or furnace systems using fuel gas lines, including flexible hoses must be certified to USDOT regulations annually and the certificate or identifiable USDOT RIN tag will be on site.
- Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided that the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time (OFC 3107.2).
- Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be posted (OFC 3107.3).

- Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet, placed on an approved surface and isolated from contact with the public by fencing, enclosure or other approved means (OFC 3107.16).
- No Open flame heaters are allowed under the tent membrane or combustible structure or within 5 feet of the tent structure (OFC 605.5.2.1.1)
- **Mobile Food Units:** Each individual mobile food unit on site requires a yearly operational permit, either through the Corvallis Fire Department, or other recognized fire code official, as determined by the Corvallis Fire Department.
 - Mobile food units that are equipped with appliances that produce smoke or grease laden vapors shall comply with OFC Section 319 (OFC 319.1).
 - Mobile food units shall be separated from buildings or structures, combustible materials except approved furniture, vehicles and other cooking operations by a minimum of 5 feet. (OFC 319.2.4).
 - Mobile food units shall have documented fuel/gas inspection to USDOT standards per Oregon Fire Code as outlined in Section 319.2.18.3
- **Portable LP-Gas:** the storage handling and use of LP-Gas and LP-Gas equipment shall be in accordance with OFC 3107.13.1 through 3107.13.3
 - LP-Gas containers with less than 125 gallon capacity shall be located outside, at least 5 ft away and with safety release valves pointing away from the tent (OFC Table 6104.3)
 - Portable LP-Gas containers shall be secured to prevent unwanted movement (OFC 3107.3.3).
 - Portable LP-Gas systems used for cooking, refrigeration, or furnace systems using fuel gas lines, including flexible hoses must be certified to USDOT regulations annually and the certificate or identifiable USDOT RIN tag will be on site (OFC 319.2.18.3).
- **Extension Cords:** Extension cords shall comply with the following:
 - Extension cords shall not be a substitute for permanent wiring (OFC 603.6)
 - Extension cords shall only be used with portable appliances (OFC 603.6)
 - Extension cords shall be plugged directly into an approved receptacle and shall serve only one portable appliance (OFC 603.6.1)
 - Extension cords shall not be affixed to structures, extended through wall, ceilings or floors, under doors or floor coverings, nor shall cords be subject to environmental damage or physical impact. Physical protection is required in public areas with foot traffic (OFC 603.6)
 - Extension cords shall be of adequate ampacity for the appliance being served and shall be grounded where serving grounded portable appliances (OFC 603.6.2 and OFC 603.6.4).
- **Fireworks:** The storage and retail sales of fireworks as well as fireworks performance shows require additional planning and operational permits. Contact CFD if you will be having fireworks anywhere within your grounds for more information and to secure the proper permits.
 - Fireworks shall not be used within 100 feet of tents or membrane structures (OFC 3107.5).

- **Heating:**
 - Portable electric heaters may only be used when permitted by the Fire Marshal and shall be in accordance with OFC 603.9.1 through OFC 603.9.5
 - Only listed and labeled portable electric space heaters shall be used (OFC 603.9.1).
 - Portable, electric space heaters shall be plugged directly into an approved receptacle (OFC 603.9.2).
 - Portable, electric space heaters shall not be plugged into extension cords (OFC 603.9.3).
 - Portable, electric space heaters shall not be operated within 3 feet of any combustible materials (OFC 903.9.4).
 - Portable, electric space heaters shall be operated in locations for which they are listed (OFC 903.9.4).
 - Portable heaters are prohibited in livestock buildings where hay, straw, or combustible products are present.
 - No Open flame heaters are allowed under tent structures or within 5 feet of the tent structure (OFC 605.5.2.1.1)