



McHenry Township Fire Protection District Vender / Fest Requirements

The following items shall be maintained throughout the events while occupied by the public.

The McHenry Township Fire Protection District shall conduct a walk through inspection prior to the opening of the event as well as periodic inspections throughout the weekend.

1. Open flame or other devices emitting flame, fire, heat, flammable or combustible liquids, gas or charcoal, or other approved or unapproved cooking devices shall **NOT** be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official. International Fire Code, Section 2404.7, 2003, 2006, 2009 editions.

The McHenry Township Fire Protection District will allow the distance to be reduced to 10 feet of the tent, canopy or membrane structure as long as good safety practices are being maintained and the use of common sense prevails.

2. Temporary canopies shall not be placed over the cooking appliances and or connected to the edge of the tent structure at any time.
3. LP Gas cylinder's shall be located a minimum of 10 feet outside the tent structure, properly secured and have the safety relief valves pointing away from the tent. Larger tanks will be staked in the ground and chained to the stake. Piping and or hoses shall be routed so they are not stepped on and are not a trip hazard.
4. Cooking equipment shall be kept clear of all combustible materials at all times.
5. A minimum of one 10 pound ABC Fire Extinguisher shall be located in each cooking booth. For booths that will have grease laden vapors including those with fryers, the appropriate K-type extinguisher is required. Fire extinguishers shall have current inspection / test tag. Fire Extinguishers shall be located in conspicuous locations where they are readily accessible and immediately available for use.

6. The use of extension cords will be closely monitored. Please use the following guidelines.
 - Use the proper gauge (size) of extension cord for the load it will need to handle. The larger the diameter of cord the better.
 - Use the proper length cord.
 - Appliances with compressors shall be plugged **directly** into the outlet provided for each booth if possible.
 - A combination of one extension cord and one power strip can be used as long as the load of the appliances are less than the rating of the power strip or extension cord (whichever is lower).
 - Cords shall be placed so they are not stepped on, near a water source or a trip hazard.
7. All food vendors shall display proper permits from the State, County and Villages in which they are operating in.
8. Exhibit Booths, curtains, drapes, or **Decorative Materials** shall be constructed of limited combustible material, or treated with a flame retardant. Flame retardant treated materials shall be documented and will be verified by the Fire Marshal's Office. No hay, straw, shavings, or similar combustible materials are permitted within any facility unless they have been treated in **ACCORDANCE WITH NFPA 701** to make them flame retardant and a certificate or similar proof is supplied to the MTFPD prior to its placing. Certificates may be obtained from the manufacturer or supplier. **Material that is being treated by user must be done in the presence of an Inspector from the City of McHenry and MTFPD.** Combustible trash shall be removed at least once a day during the period the exhibit is occupied.

Exhibit, concert, fair, festival or trade in any structure in the MTFPD limits, should first provide detailed plans of event to be reviewed and approved by the City Of McHenry and or MTFPD Fire Prevention Director.

Notification of an event is also required when

- Conducting an event in which alterations are made to the existing exit configuration, character or use of the facility.
- When using a liquid or gas-fueled vehicle or equipment for display or competition inside an assembly occupancy.
- Separate approvals are required for use of candles, open flame devices, flammable or combustible liquids or gases.
- Pyrotechnics/Special effects
- Cryogenics
- Any time a material, occupancy load or operation is introduced into an assembly occupancy that could possibly pose a hazard.
- Haunted Houses

All notifications and pre-plans of planned events will be submitted 30 days prior to scheduled event date, to the City of McHenry and the MTFPD Fire Prevention Director for approval.

Fairs/Carnivals/Livestock Shows:

Fire lanes

A fire lane(s) with a minimum width of 20 feet must be provided to access all areas of the event.

Barns

Livestock stalls in barns shall not be utilized for anything other than their intended purpose unless the City, Village or MTFPD deem justifiable.

Carnival Rides

- All motion rides shall contain a State of Illinois inspection sticker
- Shall be level and supported properly
- Shall not have any trip hazards
- Have a clear exit and entrance unto and off ride.

Concerts, Festivals, Large Fairs (All Public Assembly Events)

Merchandise/Booths

The City, Village and or MTFPD Fire Prevention Director shall review the following: Merchandising sales locations in order to ensure that fire lanes and/or exits are not obstructed and/or blocked. Items to be distributed/give-a-ways will be looked at in order to review any item that may cause harm to either performer or members of the audience. Those items deemed hazardous may be denied / banned.

Stage placement

Stage placement is subject to review by the City, Village and or MTFPD Fire Prevention Director.

Stages and or platforms in construction or design will not violate any established Fire Code, and should not be of a size and or placed in such a way as to obstruct or block fire lanes or exits from any buildings or fenced areas where the public might be present.

Special Effects

Any special effect using hazardous materials requires review and approval by the City, Village and or MTFPD Fire Prevention Director. For fireworks, see **Pyrotechnics**

Stages

Props over patrons & stage size placement are subject to review and approval.

The City of McHenry, Villages and the MTFPD Fire Prevention Director shall review the following and make recommendations **when applicable:**

- Line queuing and line control
- Security plan and/or issues

- House lighting
- Electrical

Barricade

When a barricade is utilized, the distance from the stage and/or any object protruding from the stage shall not obstruct or block access to exit or exit corridors.

Haunted Houses

The MTFPD requires haunted house's to be inspected and approved prior to operation. Contact the MTFPD, Fire Prevention Office Special Events for inspection requirements.

Cooking

Separate **permits are required for LPG (propane)** cooking activities. (MOBILE TRUCKS)

Permits *are not required* for electric cooking operations or for operations using an open flame (charcoal, wood, etc.), "Sterno" canisters to heat pre-cooked food or butane canisters less than 8 ounces in size.

WHEN MOBILE COOKING UNITS ARE USING PROPANE GAS FOR FUEL. The Following International Fire Code 2009 Edition

601.1 Scope.

The provisions of this chapter shall apply to the installation, operation and maintenance of fuel-fired appliances and heating systems, emergency and standby power systems, electrical systems, elevator recall, stationary lead-acid battery systems and commercial kitchen hoods.

602.1 Commercial Cooking Appliances

Appliances used in commercial food service establishment for steam, fumes, smoke, or odors that are required to be removed through a local exhaust ventilation system. Such appliances include deep fat fryers; upright broilers; (char broilers); ovens; barbeques; rotisseries; and similar appliances. For the purpose of this definition, a food service establishment shall include any building or a portion thereof used for the preparation and serving of food.

- Cooking trailers used inside any structure shall be required to be in full compliance with International Fire Code 2003 requirements for fire protection for commercial cooking equipment.
- Commercial cooking equipment. Portable fire extinguishers shall be provided within a 30-foot travel distance of commercial-type cooking equipment.
- Cooking trailers not operated inside a structure shall have a smoke detector and properly charged and inspected 20BC fire extinguisher present and available at all times. **Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.**
- Cooking units not in trailers, utilizing open deep fat fryers in assembly occupancies (to include trade show performance or display) shall be required to have the

required hood and suppression system in accordance with the International Fire Code 2003. **To include a “K” class fire extinguisher.**

- Cooking units not in trailers, not utilizing open deep fat fryers shall have properly charged and inspected 20BC fire extinguisher present and available at all times.
- **Any additional requirements for cooking units not otherwise mentioned will be determined by the McHenry Township Fire Protection District**

Hood

An air-intake device used to capture by entrapment, impingement, adhesion or similar means, grease and similar contaminants before they enter a duct system.

Type I

A kitchen hood for collecting and removing grease vapors and smoke.

610.1 General

Commercial kitchen exhaust hoods shall comply with the requirements of the International Mechanical Code.

610.2 Where required

A Type 1 hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.

904.1 General

Automatic fire-extinguishing systems, other than automatic sprinkler systems, shall be designed, installed, inspected, tested and maintained in accordance with the provisions of this section and the applicable referenced standards.

904.2. Hood system suppression

Each commercial kitchen exhaust hood and duct system required by section 610 to have a type 1 hood shall be protected with an approved automatic fire-extinguishing system installed in accordance with this code.

Fire Extinguishers

Fire extinguishers are required for all cooking operations regardless of whether or not a permit is required.

The type of fire extinguisher(s) required varies with the type of fuel used. The following types of fuel or operations require specific fire extinguishers as noted:

Type of fuel or cooking Operation

Charcoal or Wood BBQ
Propane, Butane or Natural Gas, Electric

Deep Fat Frying (Heated Using Electric,
Propane or Other Means)

Fire Extinguisher Required

Minimum U.L. Rating of 20BC

U.L. Rated For Class "K" (**in Addition** to the Fire Extinguisher Required for the Source of Heat Being Used.)

Cooking operations taking place that lack the appropriate fire extinguisher will be ordered to cease operation **immediately** until the required fire extinguisher can be obtained. Fire extinguishers shall be affixed with a tag that indicates they have been serviced (inspected) within the past 12 months. Exception: New fire extinguishers (those purchased within the past 12 months) may pass inspection by having the receipt showing the date of purchase taped or otherwise attached to the fire extinguisher.

Fuel

Quantities of fuel that may be stored on site vary on a case-by-case basis depending upon several factors. Contact the Fire Marshal's Office and request to speak to a representative of the Special Event Section to determine the specific amount applicable for your activity.

Open Flame & Candles

The use of any open flame or candle is not permitted in assembly use buildings without prior approval from the fire marshal's office. Any open flame device other than a candle is subject to review and a permit may be required.

Portable Heaters

Electric heaters may be operated in a Place of Assembly (this includes outdoor service/seating areas) and do not require a Fire Department permit. Heaters using flammable/combustible liquids (e.g. diesel) as a fuel source are allowed with restrictions and will require prior Fire Department approval.

"Mushroom type" propane heaters (e.g. upright heaters with self-contained propane fuel source) and any other heaters designed so that the propane source is located inside the Place of Assembly are prohibited. This is to include tents located outside.

Heaters that operate with a flammable gas fuel source located outside the Place of Assembly (or where patrons/public might gather) and the heated air is pumped into the assembly area are allowed but require prior approval and possibly a City or Village permit. The fuel source tank generally must be located a minimum of 10 feet from the Place of Assembly and properly secured.

TENTS

RULES AND GUIDELINES (Tents are only allowed outside of structures). The only exception to this code is if the tent is equal to or less than 1,000 square foot, **and the tent material meets NFPA 701 flame retardant requirements.**

Air-supported Structures

A tent or air-supported structure in excess of **225** square feet is subject to approval and review by MTFPD Fire Prevention Director. The following is information the Fire Marshal's Office requires in order to properly review and approve the structure:

- Tents in excess of 225 square feet (15x15) will **require a permit (\$50.00) issued by the Fire Marshal office prior to erecting said tent per 30 days.**
- Plot plan of tent and surroundings.
- Floor plan of the interior of the tent.
- Letter of certification that the tent is flame retardant.

Flame Resistance and Structure

All tents must be flame resistant **in accordance with NFPA 701.**

A certificate or other proof of approval by a testing laboratory is acceptable as evidence of the required fire resistance. A copy of the certificate must be provided to the Fire Marshal's Office. Certificates are generally available from the tent supplier. As a minimum, the certificate shall have the following:

1. Name and address of the owners of the tent.
2. Date the fabric was last treated.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard.

Combustible Material

The area enclosed by any tent and not less than 20 feet outside of such tent must be cleared of all flammable, combustible material or vegetation prior to erecting the tent and the duration of its use. No hay, straw, shavings, or similar combustible materials are permitted within any tent unless they have been treated to make them flame retardant in **accordance with NFPA 701** and a certificate or similar proof is supplied to the Oklahoma City Fire Marshal's Office prior to its placing. Certificates may be obtained from the manufacturer or supplier. Combustible trash shall be removed at least once a day during the period the tent is occupied. Additionally **NO** plastic tarps or plastic sheeting of any kind can be used inside a building, during operating or night hour for securing exhibit booths.

Smoking

Smoking shall not be permitted in tents. **"No Smoking"** signs shall be conspicuously posted.

Open or Exposed Flame

Open flame or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of the tent. **Without prior approval of the Fire Marshal's Office, City or Village.**

Lighting

Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected by non-combustible insulation.

Exits and Occupant Load for Enclosed Tents

Tents that have sides attached and rolled up or are capable of being enclosed must meet these requirements even if it is intended for the tent to remain unenclosed during the event. The number of separate exits required for enclosed tents is based on the floor area of the tent. The maximum number of occupants, called the occupant load, is also based on the floor area of the tent.

Occupant load (floor area of tent)	Number of exits (minimum)	Minimum width/exit (inches)	Membrane Structure
Between 10 To 199	2	72	36
Between 200 (1400 sq. ft) & 499 (3493 sq ft)	3	72	72
Between 500 (3500 sq ft) & 999 (6993 sq ft)	4	96	96
More than 1000 (7000 sq ft)	5 (more may be needed)	120	120

The occupant load is decreased when tables and chairs are used (banquet style) – the number of required exits remains the same because exits are based on floor area. The following calculations will determine the occupant load with tables and chairs.

Net square footage of tent floor area/15 = occupant load with tables and chairs

Example: The number of occupants allowed, with tables and chairs, in a 50 x 50' tent with a 10' x 20' stage.

2,500 square feet (floor area) – 200 square feet (stage area)/15 = 153 persons

Exit Signs

Each exit must be provided with an exit sign. The word "EXIT" must be plainly legible in letters at least 6 inches high and with strokes not less than 3/4 inches wide. If the tent is to be occupied after sunset, the exit sign shall be self-illuminated or lit by emergency lighting. Emergency lighting must be provided if the tent is to be occupied after hours. Exit signs shall be installed at required exit doorways and where otherwise necessary as determined by the Fire Prevention Director to indicate clearly the direction of egress.

Exit Requirements for All Tents

- There shall be a minimum clearance of at least 3 feet between the fabric envelop and the inside contents.
- Exits shall be spaced at approximately equal intervals around the perimeter of the tent.
- Exits shall be located such that all points are 100 feet or less to an exit.
- The minimum width of an exit must not be less than 72 inches.
- Guy wires or guy ropes must not cross an exit at a height of less than 8 feet.

- Where tents are placed near fences or other obstructions, a clear exit path must be maintained to an area sufficiently away from the tent.
- Unobstructed aisles must be a minimum of 44 inches and shall increase 1 foot for each 50 persons served by such aisle at that point. **Approved** cooking or heating equipment shall not be located within 10 feet of an exit or combustible materials

Electrical

- The electrical system and equipment must be isolated from the public by proper elevation or guarding. All electrical fuses and switches must be enclosed in approved enclosures. Cables on the ground, in areas traveled by the public must be placed in trenches or protected by approved covers (yellow jackets etc.)
- All electrical systems must be properly grounded.
- *Generators* must be placed so that exhaust fumes do not enter tents.
 - Generators must be a minimum of 20 feet from the tent and shall be fenced in.
 - Portable generators shall be U.L. listed or equivalent. Vendors should have the manufacture's written specification for each portable generator and made available to the Fire Marshal.
 - Such generators shall be capable of running continuously, without refueling for the entire length of the event. Refueling a hot portable generator, or the storage of fuel on site is not permitted.

**All questions shall be directed to the McHenry Township Fire Protection District,
Fire Prevention Bureau Director at 815-669-5378**