



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

To enable the development of quality, affordable, structurally safe and environmentally sound communities.

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Guide to Fire and Life Safety Requirements for Temporary Use of the Facilities and Thunderbird Stadium at the Kitsap County Fairgrounds.

PURPOSE

To publicize the requirements and provide a standard method of approval and inspection for temporary uses of the Kitsap County Fairgrounds.

RESPONSIBILITIES

It is the responsibility of fairgrounds staff to submit for event permits. Provide the permitting requirements for temporary uses of fairgrounds property and assure that contractees are aware of all conditions of the permit prior to commencing an event.

It is the responsibility of the Thunderbird Stadium Curator (Kitsap Fair Board) to ensure event planner or designated responsible party has obtained all required permits prior to commencing an event.

It is the responsibility of the event planner or designated responsible party to obtain required permits and approvals from the fairgrounds or the Department of Community Development and ensure that events and temporary uses are set up and operated in a safe manner consistent with this guide.

It is the responsibility of the Kitsap County Fire Marshal or his/her designee to determine if temporary uses are consistent with the requirements of this guide and applicable rules, codes and ordinances of the county prior to granting approval of any permit or temporary use.

APPROVAL

The setup and operational components of temporary uses of fairgrounds facilities require the approval of fairgrounds staff and the Fire Marshal prior to commencing any event or activity.

The setup and operational components of temporary uses of the Thunderbird Stadium require the approval of Kitsap Fair Board and the Fire Marshal prior to commencing any event or activity.

Approval for an event may be withdrawn or suspended at any time if the use is occurring contrary to this guide, permitting requirements or any other requirement established for the event.

FIRE CODE PERMIT

A separate fire code permit issued by the Fire Marshal is required to:

- Erect, operate or use any structure as an AMUSEMENT BUILDING (Halloween "Haunted House" or similar event)
- Conduct a FAIR or CARNIVAL.
- Use OPEN FLAMES or CANDLES (Jointly approved by Kitsap County Fairgrounds)

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- Operate a PLACE OF ASSEMBLY
- DISPLAY, OPERATE or DEMONSTRATE liquid or gas fueled vehicles within any building.
- Conduct an Exhibit or Trade Show.
- To operate a Mobile Food Preparation Vehicle.
- Use FIREWORKS or PYROTECHNIC SPECIAL EFFECTS.
- Erect TENTS, CANOPIES or MEMBRANE STRUCTURES
 - Where any single tent or stage canopy exceeds 400 square feet
 - Where any tent or canopy, or group of individual tents or canopies placed less than twelve feet from one another, and other buildings exceeds 700 square feet.
 - Where any air supported membrane structure (children's blow up slides, bouncy houses and / or other membrane structures supported by air) exceeds 400 square feet.

There may be other conditions that apply to any event or permit as well as exceptions for small or isolated uses and those considering these activities should contact the Fire Marshal for clarification.

Applications for permits will be submitted by Kitsap County Parks Department on the behalf of the event planner for use of the fairgrounds. For use of the Thunderbird Stadium the event planner or designated person shall submit for permits.

Application for permit must be submitted to the Department of Community Development together with the fees not less than thirty (30) calendar days prior to the beginning of setup for an event. Failure to submit applications prior to thirty days before setup may result in additional fees and may result in refusal of the application.

In addition to the application and permit fees, event planner must provide:

- A description of the specific use – examples include exhibition or trade show, concert, sporting event, swap meet, haunted house, etc. together with information about the sponsor group or individual and who will be the on-site contact and responsible party.
- A floor and/or site plan - A number of Standard Plans have been approved for different types of events and are available for review at the time of application. If an applicant elects not to use the Standard Plan or elects to change a previously approved plan, an additional review including review fees shall be submitted prior to approving the event.

A list of vendors or exhibitors is required and shall include what they will do in their space during the event.

INSPECTIONS

All events and temporary uses that require a fire code permit must be inspected and approved by the Fire Marshal or designee prior to its commencement. Fairgrounds staff, Fair Board staff, other county staff or emergency response agencies may accompany the Fire Marshal during an inspection. The Fire Marshal or other county staff or service provider may inspect any event or special use at any time during its setup or operation.

Inspections must be scheduled to occur during the end stages of event setup (the timing may vary depending on the needs of the use) and need to occur so that there is sufficient time to

correct anything that needs attention before opening. Typically, the inspection only takes an hour or two when a Standard Plan is used. First time use or prior uses that have changed their Setup will most likely require the full two hours. Please plan accordingly. It shall be the responsibility of the event planner or designated responsible party to ensure that the required inspection takes place and that all corrections are complete prior to opening the doors to the public. We recommend that the event planner or designated party, and/or other staff present during the inspection and to ensure that anything needing correction is accomplished within the time frame established by the inspection staff. It is highly recommended that someone from each booth, exhibit or other activity be present for the inspection as well so that any corrections can be discussed.

A Fire Marshal inspection can be arranged by CALLING (360) 337-5777 NOT LESS THAN ONE WEEK PRIOR TO THE BEGINNING DATE OF THE EVENT. The one-week scheduling is needed to coordinate county staffing and to ensure that the event does not incur additional inspection costs. Events for which an inspection is not scheduled one week prior to the event may be subject to additional charges including staff overtime.

The following list is provided for the use coordinator or responsible party to be aware of and share with their participants to ensure timely approval and no corrections at the time of the event inspection.

EXITS

Required exit doors, aisles and areas outside of exit doors shall be kept clear and entirely functional at all times for use in case of fire or other emergencies while the building is occupied.

Furnishings, decorations, draperies or other objects shall not be placed over or in front of exit doors. Mirrors shall not be located adjacent to any exit. Items for display or sale shall not be located in the aisles to any exit.

Exiting is established for the life safety of participants and attendees – for normal and emergency conditions. Don't do anything that could obstruct an exit in an emergency and if there is a question about it – ask before the event.

DRAPERIES, BUNTING, TABLE SKIRTS, DECORATIVE MATERIALS AND VEGETATION

Curtains, draperies, artificial decorative vegetation, bunting or skirting around tables and exhibit booths and similar materials shall be made of flame-resistant materials or shall be made flame resistant prior to the event. Certification of flame resistance shall be provided and shall consist of a tag or label affixed to the item by the manufacturer indicating its flame resistance or a Valid Certificate of Flame Resistance provided by the manufacturer.

The use of highly flammable materials is prohibited. Fire-retardant coatings applied to materials must be applied and maintained in accordance with the manufacturer's instructions. Proof of the material applied, and its application must be on site for the inspector during the inspection.

Plastic tablecloths shall be cut to the size of the table with no overhang or folded and taped underneath the table.

The Fire Marshal highly encourages participants to rent the pipe and drape, skirting and similar materials available through the fairgrounds which have been approved. These items are laundered in accordance with the manufacturer's requirements to ensure the continued flame resistance and are kept in acceptable condition by county staff.

Lightweight plastic skirting is specifically NOT APPROVED and must be REMOVED AT THE TIME OF INSPECTION. Although this material is readily available at stores that sell party supplies It is highly flammable. There are some lightweight plastics that have a flame retardant built in by the manufacturer, but they are expensive and are available at party supply stores. A good rule of thumb is if you can find the skirting with the rest of the party supplies offered for sale – it's probably not the right kind.

In buildings having ceiling mounted radiant heating appliances, no combustibles shall be located within 5 feet of all portions of the appliance.

DECORATIVE RUGS AND FLOOR COVERINGS

All decorative rugs and floor coverings are required to be taped down with blue painters' tape or gaffing tape to prevent tripping or movement of the rug or floor covering.

PROPANE STORAGE, USE AND HANDLING

Portable LP-gas containers are allowed to be used temporarily for demonstrations. Containers shall not exceed 12 pounds water capacity or 2.6 gallons of LP-gas. For containers used to supply self-contained torch assemblies or similar appliances, containers shall not exceed 2 ½ pounds water capacity or 1 gallon of LP-Gas. A portable fire extinguisher shall be located between 5 and 30 feet from the location of the use of the LP-gas. LP-gas containers shall not be positioned on their side or upside down. Containers shall not be located within 10 feet of exits, or stairways or in areas normally used, or intended to be used for the exiting of occupants.

If you or one of your vendors or participants anticipates using LPG or any compressed gas in any capacity be sure to include that information on the vendor list or in the description for your event. Prior knowledge is much better than a surprised inspector! Within the Vanzee building if using gas connections, the connection shall be made by the propane company.

A fire extinguisher must be provided at the booth where the LPG or other compressed gas will be used, and the extinguisher must be new or have a tag indicating service within the last year. Every vendor required to have a minimum of a 2A:10B:C fire extinguisher will be required to demonstrate its proper use at the time of inspection – remember PASS!! Call 911, Point, Aim, Squeeze and Sweep.

LP-Gas containers shall be located outside of a tent or canopy and not less than 10 feet from the tent or canopy. Multiple containers shall be secured from tipping by placing them in a crate or nesting up to three tanks together.

COOKING OPERATIONS

All cooking operations within buildings that emit a grease laden vapor shall occur under an approved Type 1 hood system. A Class K fire extinguisher is required.

All cooking operations shall be provided with at least one portable fire extinguisher with a minimum rating of 2A:10B:C.

All deep fryers shall be provided with a **Class K**-rated portable fire extinguisher in addition to the required 2A:10B:C fire extinguisher.

The fire extinguisher must be serviced or new within the last year. Make sure the tag is on it and shows the date purchased or the date when it was last serviced. Every vendor required to have an extinguisher will be required to demonstrate its proper use at the time of inspection – remember PASS!! Call 911, Point, Aim, Squeeze and Sweep.

The use of solid or gel type fuel (Sterno) shall be limited based on the recommended manufacturer's design for the warming fixture. If the manufacturer's paperwork is not available, then the Fire Marshal or his/her designee shall make the determination on the amount of (Sterno) fuel that can be used and stored.

MOBILE FOOD PREPARATION VEHICLES

When events are hosting food trucks or trailers where cooking is conducted within the truck or trailer a separate fire code operational permit is required to be issued by the Department of Community Development. Each mobile food vehicle must have their own permit prior the event. The operational permit is valid for one calendar year.

Food trucks or trailers are not authorized inside buildings and must be parked at least 20 feet from all buildings.

Food trucks or trailers cannot at any time be parked in the fire lane.

LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT

Display of liquid and gas fueled vehicles and equipment inside a building shall meet the following requirements:

- a) The battery shall be removed or disconnected with both battery terminal and cable end covered with insulated tape.
- b) Vehicles or equipment shall not be fueled or defueled within any building.
- c) Fuel tanks shall not be more than 1/4 full or contain more than 5 gallons of fuel, whichever is less.
- d) Fuel tanks shall be locked or sealed to prevent tampering or escape of vapors.
- e) The location of vehicles or equipment shall not block exits.
- f) CNG, LNG, LPG (propane) and hydrogen fuel tanks shall have their emergency shut-off valves in the closed position.
- g) Electric vehicles shall be rendered inoperable by removing the fuse. Do not disconnect the battery.
- h) It may be necessary to move or relocate a vehicle before or during a show. For this reason, it is highly recommended that a set of keys be available on-site for all vehicles.

We understand that individuals have a lot of time, effort and money invested in their show or display vehicles. Please ensure that the above has been completed prior to the inspection and either have someone on hand to show the inspector that things have been taken care of or leave it open so that it can be seen easily. Keys may be left at the Parks Office if no one is available at time of inspection.

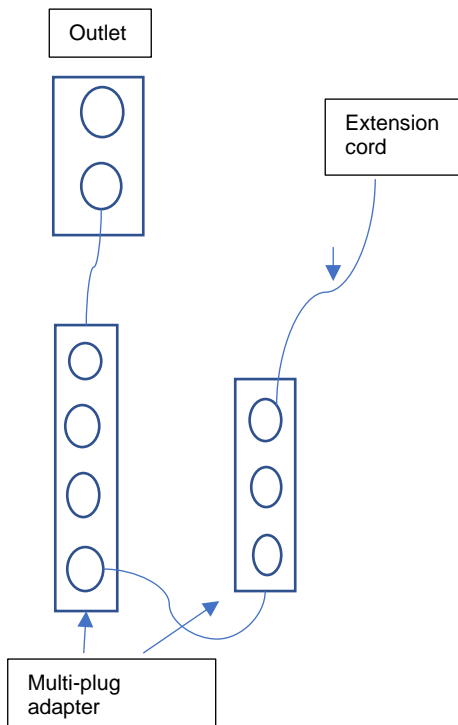
ELECTRICAL HAZARDS

Electrical wiring, devices, appliances and other equipment which are modified or damaged and constitute an electrical shock or fire hazard shall not be used. Approved electrical services are provided by the county and are required to be used for electrical service. Please plan accordingly and let fairgrounds staff know your needs before an event.

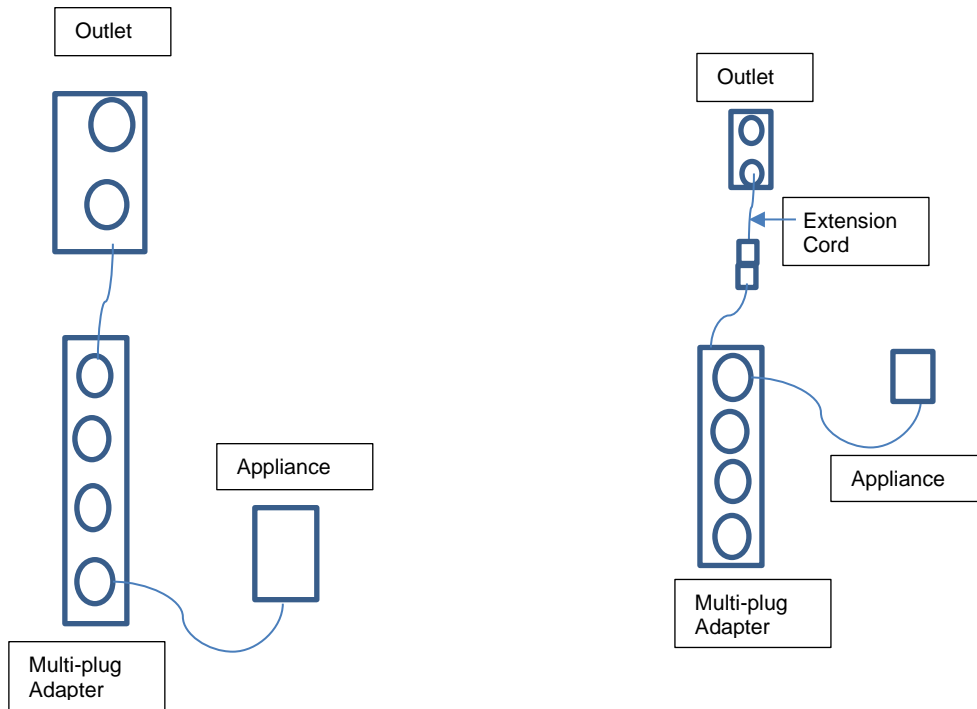
EXTENSION CORDS: Minimum 14-gauge extension cords or an approved multiplug adapter shall be used to extend electrical service.

- a) Extension cords shall only be used with portable appliances (a device that moves location when normally used) while such appliances are in immediate use.
- b) Extension cords shall be plugged directly into a permanent electrical outlet and shall, except for approved multi-plug extension cords, serve only **one** portable appliance.
- c) The amperage of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- d) The extension cords shall be grounded when servicing grounded portable appliances.
- e) Extension cords and flexible cords shall not be subject to environmental or physical damage. Cords shall be protected against physical damage from walking or other hazards.

NOT APPROVED



APPROVED



TENTS, CANOPIES AND MEMBRANE STRUCTURES GENERAL REQUIREMENTS

Tents, canopies and membrane structures shall be separated from parked vehicles and internal combustion engines by not less than 20 feet. When tents, canopies and membrane structures are located near a building, exits from either the building or the tent shall not be blocked.

Tents and canopies may be placed side by side in groups of 700 square feet with a 12-foot fire break between each group.

Tents (pop up canopy typically 10x10) that are utilized for cooking at events shall meet the following requirements:

- The use of charcoal or wood for cooking shall not be approved under a tent.
- Open flame, defined as a barbeque or any cooking device where the food is cooked directly over a flame, shall be moved from under and away from the tent a minimum of 3 feet.
- Cooking devices located under tents with sidewalls, shall have cooking devices located a minimum of 3 feet from the sidewall.
- Tents with or without sidewalls shall have a permanently affixed label with one of the following fire ratings: NFPA 701, CPAI-84 or the State of California Fire Marshal seal. Tents without a permanently affixed label will be required to remove cooking equipment from under the tent.
- LP-gas containers in use for cooking shall be secured from tipping by placing the container(s) in a crate or nesting of 3 or more containers. LP-gas containers not in use shall be secured from tipping by placing the container(s) in a crate or nesting of 3 or more containers and placed outside of the tent.

- Fire extinguishers shall be provided for all cooking operations within tents. Cooking equipment involving vegetable, animal oils and fats and deep fat frying shall have a Class K fire extinguisher. Any other type of cooking operations shall have a 2A 10 BC or 3A:40:BC fire extinguisher.

Tents and canopies are not approved to be used inside any of the fairground's buildings.

ASSEMBLY USES

Under no conditions shall the maximum occupant load established for a building or area be exceeded.

Aisles are required throughout every building and specifically for every exhibit, trade show or other event. Every occupied portion of a building accessible by the public shall be provided with aisles leading to exits or exit doorways. Aisle width shall not be less than 10 feet as measured from booth edge to booth edge.

In places of assembly or portions thereof without ramped or tiered floors for seating and with greater than 200 seats, the seats shall be fastened together in groups of not less than three or the seats shall be securely fastened to the floor. IFC 1028.12.3

AISLE REQUIREMENTS FOR ASSEMBLY AREAS WITH SEATING: Minimum clear width for aisles shall be forty-two inches for level or ramped aisles having seating on both sides. IFC 1028.9.1 (4) **EXCEPTIONS:**

1. The forty-two inches can be reduced to thirty-six inches where the aisle serves a total of less than 50 seats.
2. The forty-two inches can be reduced to thirty inches where the aisle serves a total of less than 14 seats.
3. The forty –two inches may be reduced to thirty-six inches when the seating is located only on one side.

The required aisle widths and locations are established on the approved Setup plan and must be maintained at all times.

CROWD MANAGERS

Trained crowd managers approved by the Fire Marshal are required for indoor events with more than 500 attendees and outdoor events with more than 1000 attendees, or as required by the Fire Marshal. For every additional 250 attendees one additional crowd manager is required. Crowd managers must have had training which has been approved by the Fire Marshal in the following:

- Conducting fire, life safety and crowd control inspections
- Identifying and correcting any egress barriers
- Identifying and mitigating any fire hazards
- Ability to verify compliance with all permit conditions including those governing pyrotechnics and other special effects
- Ability to direct and assist the event attendees in evacuation during an emergency
- Ability to assist emergency response personnel where requested
- Conducting other duties as required by the fire code official
- Conduct other duties as specified in the fire safety plan

Crowd managers shall be readily identified by marked "CROWD MANAGER" shirt or other material indicating their responsibility and identity. Crowd managers shall have no other duties than crowd management and assuring safe and orderly exiting during an emergency.

For Crowd Manager training and certificate visit <https://crowdmanagers.com/>

If you have other questions about your event, its setup or operation please contact the Kitsap County Parks Department at (360) 337-5350; Randy Hatfield & Cindy McKay at (360) 286-2319 for the Thunderbird Stadium; or Fire Marshal staff at (360) 337-5777.