



CITY OF TAMPA

Pam Iorio, Mayor

Tampa Fire Rescue

Fire Prevention Bureau

To: Assembly Occupancy Owners and Managers
Event and Exhibition Coordinators

January 4, 2010

From: Russell Spicola, Fire Marshal
Fire Prevention Bureau

Re: Permit Requirements

In accordance with Tampa City Code, Chapter 11, Fire Prevention and Protection, Section 11-139, the City of Tampa Fire Marshal's Office has adopted and enforces the Life Safety Code and the Fire Prevention Code. The city code and permit fees are established by ordinance and resolution. These are also Uniform Codes established by State law.

These adopted codes require that all places of assembly and exhibitions submit plans for review by the Fire Marshal. A place of assembly is defined as any place where there is a congregation or gathering of fifty or more persons in one room or space for such purposes of recreation, entertainment, worship, amusement awaiting transportation, instruction, deliberation, drinking, and dining.

Annual Place of Assembly Permit and Occupancy Capacity Certificate:

All new and established business classified as assembly occupancies shall make application annually and submit general floor plan documents for review by the Fire Marshal's Office. The floor plan shall detail net square footage of applicable areas, exit locations, all means of egress components, seating and chair arrangements with variations, and fire detection and extinguishing equipment. An occupancy capacity limit for the area reviewed will be established by the Fire Marshal. Once a satisfactory inspection of all features is completed, the Fire Marshal's Office will issue an Annual Assembly Permit and Occupancy Capacity Certificate. This Permit and Capacity Certificate shall be posted in a conspicuous location adjacent to the main entrance. Fees for the annual permit will be billed to the business.

Special Temporary Indoor and Outdoor Assembly Events Permits:

All temporary events or activities where there is a gathering of fifty persons or more for the activities defined above shall, at the discretion of the Fire Marshal, require a permit. An event description shall be submitted for review with dates and times along with a site or building floor plan of the event. Details of the area or streets to be utilized for the event shall be shown. A permit application submitted for review needs to include the permit fee and a return envelope. A copy of the receipt or approved permit application shall be posted in a conspicuous location adjacent to the main entrance.

Exhibition Permit:

Convention Centers, Hotels, Assembly Occupancies, or other buildings that provide space for exhibition events where products or services are displayed, or direct exhibitors utilizing these facilities, shall apply for a permit by submitting detailed plans of the exposition. Details submitted must include dates and times, anticipated attendance, net square footage of applicable areas, exit locations, all means of egress components, drapery and table arrangements, and fire detection and extinguishing equipment. Plans submitted for review must include the permit fee and a return envelope. Once these plans are reviewed an inspection of the exhibition will be scheduled. A copy of the receipt or approved permit application shall be posted in a conspicuous location adjacent to the main entrance.

Permit Requirements

Page 2

Tent Permits:

A tent with a square footage in excess of 100 square feet shall require a permit. The following must be provided when applying for a tent permit: (1) A site plan showing the property lines and the location of the tent along with measurements; (2) A floor plan showing what is under the tent along with measurements; (3) A letter from the property owner stating that permission has been granted for the tent to be erected on the property; (4) The dates that the tent will be put up and taken down and a contact number for our office to schedule an inspection; (5) A copy of any occupational licenses; (6) A copy of the certificate of flame resistance for the tent. All tents shall be provided with a 2A-10BC rated fire extinguisher, or larger, with an up-to-date inspection tag. Other fire extinguishers may be required depending on what is under the tent. A tent greater than 1200 square feet shall have the exits marked with electric exit signs that have battery backup, and the tent shall have emergency lighting. The tent permit shall be for no more than 30 days unless approved by the Fire Marshal's Office and the City of Tampa Zoning Department.

Indoor and Outdoor Use of Pyrotechnics:

The use of pyrotechnics of any type shall require a special permit from the Fire Marshal's Office. Applicants shall be qualified and licensed in the use and handling of pyrotechnic devices. An insurance certificate approved by the City of Tampa Risk Management shall be required, and a Fire Watch will be required. Along with the application, a diagram of the area or stage showing product placement, a list of the product to be used, and the material safety data sheets for each product must be supplied.

Open Flame Permit:

Open flames include unprotected candles, tiki torches, flaming swords, other flame effects, and the like, and will require an open flame permit and a required Fire Watch.

Fire Watch Parameters:

Whenever it is essential for public safety in any place of assembly or any other place where people congregate due to the nature of a performance, exhibition, or display, the Fire Marshal may require the proprietor to employ approved fire watch personnel. The following are activities that require fire watch personnel to be assigned from the Fire Marshal's Office:

- * Displays involving pyrotechnical devices
- * Use of smoke or fog generators
- * Open cooking demonstrations without suppression systems
- * Open flame activities
- * Assembly events with vehicle movements
- * Vehicle displays with three or more vehicles
- * Events blocking or hampering TFR emergency vehicle access to buildings
- * Deactivation of any fire protection systems
- * Displays exceeding the fire protection system's design criteria
- * Displays which involve hazardous materials or processes
- * Assembly events warranting crowd control

The Fire Marshal or his designee may grant exceptions to the requirements above with conditions. Fire watch personnel shall be in uniform and under the orders of the Fire Marshal at all times when employed for such events. Fire watch personnel shall remain on duty during the time such places are open to the public or such activity is being conducted. Event sponsors shall be responsible for rendering payment at the time of the activity to the fire watch personnel.

Violations of Permitting Requirements:

Failure to abide by the permitting requirements may subject the owner of the property, event promoter, or other responsible parties to legal action. Severe violations may warrant the need for immediate closure of an event, termination of utilities, loss of wet zoning licenses, and/or arrest. Please assist our office to ensure a fire safe environment and a safer opportunity for our citizens and visitors as they enjoy the many entertainment venues that Tampa offers. Should you have any questions regarding any portion of these requirements, please do not hesitate to telephone the Fire Prevention Bureau at (813) 274-7000.

TYPES OF PERMITS ISSUED

NFPA 1, CHAPTER 4

City Code, Chapter 11

City of Tampa

Annual Place of Assembly/Occupancy (Nightclub)	\$70
Temporary Assembly Permit (Live music series, parade, walk a thon, haunted house, etc.)	\$70
Exhibition (Convention Center, Hotel/Motel)	\$70
Tent (100+ sq. ft.) (Anything larger than a 10x10)	\$60/\$40 each additional tent
Retail Sale Sparklers	\$100
Retail Sales Sparklers/Wholesale Fireworks (In a Building)	\$300 (\$100 + \$200)
Retail Sale Sparklers & Wholesale Fireworks (In a Tent)	\$360 (\$100 + \$200 + \$60)
Open Flame-Candles/Event	\$70 (may require 1 Firewatch 3 hr min @ \$32.66 /hr)
Open Burn (Bonfires, Campfires, Open Burning)	\$70 (may require 1 Firewatch 3 hr min @ \$32.66 /hr)
Indoor Pyrotechnics (ex. St. Pete Times Forum)	\$200 (will require 1 Firewatch 4 hr min @ \$33.66 /hr)
Outdoor Pyrotechnics (ex. Raymond James Stadium)	\$200 (will require 2 Firewatch 4 hr min @ \$32.66 /hr)
Blasting Permit	\$150
Parade Blank Firing of Weapons	Done at TPD

Revised: 10/1/10

Revised 2/10/06

FIRE PREVENTION PERMIT REQUEST

Date of request: _____

Type of Permit Requested: _____
(Example: Tent, Temporary Assembly, Exhibition, Open Flame, Open Burn, Pyrotechnics)

Event Date: _____ Event hours: _____

Type of event: _____ Number of guests: _____
(Picnic, party, sale, parade, etc.)

Total number of Tents: _____

Tent Size(s): _____ Set-up: _____ Take down: _____

Tent Company/Supervisor: _____ Cell: _____

Event Name: _____

Event Street / City/ Zip Location: _____

Sponsoring organization or individual: _____

Name of person applying for permit: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____ Fax: _____

Email address: _____ Cell: _____

PAYMENT for PERMITS:

1. Payment must be made in advance.
2. Payments for permits should accompany application.
3. Payments can be made in cash, by personal check, or money order.
4. ALL PAYMENTS SHOULD LIST "CITY OF TAMPA" AS THE PAYEE.

MAIL REQUEST AND PAYMENT TO: _____ FAX: 813-274-7144

Tampa Fire Rescue
Attn: Permits
808 E. Zack Street
Tampa, FL 33602
(Mailing Address only)

***Office location: 3402 W. Columbus Dr.
Tampa, FL 33607

FIRE WATCH REQUEST

Applicant: _____ **Phone:** _____

Name of Event: _____

Date of Event: _____

Type of Event: _____

Location of Event: _____

Times: Event Begins _____ **End** _____

NOTE: Fire watch hours begin one half hour prior to the time listed above. Include this additional time when calculating fire watch payment.

Reason for Fire Watch: _____

Ex: Open Flame, Candles, Etc.

Contact person: _____

Fax Number: _____ **Email:** _____

FIRE WATCH REQUESTS:

- 1. Payments for Fire Watch are billed through the City of Tampa.**
- 2. Fire watch fees are in addition to permit fees for Temporary Assemblies, Tents, etc.**
- 3. You will be advised if your event requires Fire Watch**
- 4. Fire Watch standard fee is \$32.66 per hour with a 3-hour minimum.**
- 5. Indoor or outdoor pyrotechnics have a 4-hour minimum requirement.**
- 6. NOTE: Charges for fire watch scheduled on holidays are \$45.00 per hour. The minimum hour requirement would also be effective on these dates.**