



# CITY OF TAMPA

Pam Iorio, Mayor

Tampa Fire Rescue

Fire Prevention Bureau

**To:** Assembly Occupancy Owners and Managers  
Event and Exhibition Coordinators

**August 15, 2009**

**From:** G. K. Brown, 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. The Tampa City Code requirement also applies to multi-family occupancies that includes more than 3 units.

**Annual Place of Assembly Permit and Occupancy Capacity Certificate:**

All new and established businesses 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.

**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 completed Tampa Fire Rescue Permit Application (2) A site plan showing the property lines and the location of the tent along with measurements; (3) A floor plan showing what is under the tent along with measurements if the tent is used for fire works sales; (4) A letter from the property owner stating that permission has been granted for the tent to be erected on the **property** **(Exception: if the tent will be used for sales, a copy of the vendor permit issued by the City of Tampa Zoning office must be submitted.** The permission letter is not required by TFR if a vendor permit is submitted; (5) The dates that the tent will be put up and taken down and a contact number for our office to schedule an inspection; (6) A copy of any occupational licenses; (7) 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, residence, 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 Fire Marshal's office prior to the event.**

**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

<b>Annual Place of Assembly/Occupancy (Nightclub)</b>	<b>\$70</b>
<b>Temporary Assembly Permit (Live music series, parade, walk a thon, haunted house, etc.)</b>	<b>\$70</b>
<b>Exhibition (Convention Center, Hotel/Motel)</b>	<b>\$70</b>
<b>Tent (100+ sq. ft.) (Anything larger than a 10x10)</b>	<b>\$60/\$40 each additional tent</b>
<b>Retail Sale Sparklers</b>	<b>\$100</b>
<b>Retail Sales Sparklers/Wholesale Fireworks (In a Building)</b>	<b>\$300 (\$100 + \$200)</b>
<b>Retail Sale Sparklers &amp; Wholesale Fireworks (In a Tent)</b>	<b>\$360 (\$100 + \$200 + \$60)</b>
<b>Open Flame-Candles/Event</b>	<b>\$70 (may require 1 Firewatch 3 hr min @ \$30/hr)</b>
<b>Open Burn (Bonfires, Campfires, Open Burning)</b>	<b>\$70 (may require 1 Firewatch 3 hr min @ \$30/hr)</b>
<b>Indoor Pyrotechnics (ex. St. Pete Times Forum)</b>	<b>\$200 (will require 1 Firewatch 4 hr min @ \$30/hr)</b>
<b>Outdoor Pyrotechnics (ex. Raymond James Stadium)</b>	<b>\$200 (will require 2 Firewatch 4 hr min @ \$30/hr)</b>
<b>Blasting Permit</b>	<b>\$150</b>
<b>Parade Blank Firing of Weapons</b>	<b>Done at TPD</b>

# 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: \_\_\_\_\_

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 can be made in cash, personal check, money order.
3. MAKE PAYMENT TO "CITY OF TAMPA".
4. FIRE WATCH PAYMENT (IF REQUIRED) IS PAID SEPARATELY.

MAIL REQUEST AND PAYMENT TO: \_\_\_\_\_ FAX: 813-274-7144

Tampa Fire Rescue

Attn: Permits

808 E. Zack Street Tampa, FL 33602

(Mailing Address only)

8/15/09

\*\*\*Office location: 3402 W. Columbus Dr.

Tampa, FL 33607

# FIRE WATCH REQUEST

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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: \_\_\_\_\_

## **FIRE WATCH REQUEST:**

- 1. Payment must be made in advance.**
- 2. Payment must be cash or money order.**
- 3. No personal or business checks will be accepted for Fire Watch.**
- 4. Money order Payee must remain blank for Fire Watch payment.**
- 5. Fire Watch standard fee is \$30.00 per hour with a 3-hour minimum.**
- 6. Indoor or outdoor pyrotechnics have a 4-hour minimum requirement.**
- 7. NOTE: Charges for fire watch scheduled on holidays are \$45.00 per hour. The minimum hour requirement would also be effective on these dates.**
- 8. Receipts for payment are provided.**

**Send forms with payment to:**

**Tampa Fire Rescue  
Attn: Fire Watch Coordinator  
808 E. Zack Street  
Tampa, FL 33602**

**Or pay in person at the office location:**

**Tampa Fire Rescue  
3402 W. Columbus Drive  
Tampa, FL 33607**