



**LUKE A. BRONIN**  
MAYOR

# CITY OF HARTFORD

HARTFORD FIRE DEPARTMENT  
253 High Street  
Hartford, Connecticut 06103  
Telephone: (860) 757-4500  
Fax: (860) 722-8205  
[www.hartford.gov](http://www.hartford.gov)



**REGINALD D. FREEMAN**  
Fire Chief/Emergency  
Management Director

## FIRE MARSHAL'S REQUIREMENTS FOR SPECIAL EVENTS

### GENERAL

- Pursuant to the Connecticut State Fire Safety and Fire Prevention Codes and locally adopted Ordinances, the following requirements shall be adhered to for all special events within the City of Hartford.
- The Fire Marshal shall regulate all outdoor events such as carnivals and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property.
- Payment of fifty dollars (\$50.00) for a Special Events Permit Fee must be made directly to the Fire Marshal's Office (Public Safety Complex - 253 High Street) prior to approval.
- The Event Promoter is responsible for submitting detailed site drawings no later than thirty (30) days prior to the event. Plans shall include placement of all tents, fencing or other barriers, food vendors, cooking areas, generators, and any other fueled equipment. Unobstructed access paths for fire and emergency vehicles shall be maintained on roads or other paved surfaces to a clear width of twenty feet (20'), and vertical clearance not less than thirteen feet, six inches (13' 6").
- Where necessary for public safety, the Fire Marshal may order a life safety evaluation and/or standby fire personnel to be paid for by the Event Promoter.

### TENTS

- Tents 20' x 20' and above require a permit - contact Licenses and Inspections at (860) 757-9200.
- All tents in excess of two hundred square feet (400 ft<sup>2</sup>) require permitting and inspection by the Fire Marshal's Office. A fee of twenty-five dollars (\$25.00) for the first tent and five dollars (\$5.00) for each additional tent applies. Payment shall be made directly to the Fire Marshal's Office prior to the event.
- Tents in excess of two hundred square feet (200 ft<sup>2</sup>) and any tent used for cooking shall be flame resistant, with an affixed label meeting NFPA 701 or CPAI 84.

- All tents shall be securely staked or weighted to the ground at all four corners.
- Combustible vegetation shall be removed within thirty (30) feet of any tent.
- Smoking is not permitted in any tent; “No Smoking” signs shall be posted in all tents erected for public occupancy.
- Cooking tents shall be separated from non-cooking tents by a minimum of twenty (20) feet.
- Heating and/or cooking equipment shall be listed and installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be separated by not less than ten (10) feet from exits or combustible materials.
- Fuel-burning equipment designed to be vented shall be vented to the outside air and equipped with spark arresters where required. Vents or flues shall be separated from the tent or any membrane structure by not less than twelve (12) inches.
- LP-gas containers (propane tanks) shall be separated from any tent by not less than ten (10) feet; safety release valves shall be pointed away from the tent.

### COOKING

- A minimum of one portable fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided.
- A Class K portable fire extinguisher shall be provided near any deep fat frying operation.
- Outdoor cooking that produces sparks or grease-laden vapors (including but not limited to deep fat frying and the cooking of raw meat) shall not be performed within twenty (20) feet of any tent.
- Hibachis, grills, and other similar devices used for cooking must be separated by a minimum of twenty (20) feet from any tent, and ten (10) feet from any building or other structure; separation of three (3) feet from the public must be achieved by a physical barrier in all areas subject to foot traffic.
- Charcoal cooking is permissible, provided site approval is granted by other City agencies and the following provisions are met:
  - Metal container with lid to place ashes and coals in for removal from site
  - 5 gallon bucket of water or 2½ gallon pressurized water extinguisher

### PROPANE

- Quantity on site shall be limited to one (1) cylinder per appliance and one (1) spare cylinder per appliance.
- Cylinders shall be secured in the upright position and protected from damage.
- Equipment shall be listed and installed per manufacturer’s instructions and as specified in the *International Mechanical Code* and the *International Fuel Gas Code*.

## **GENERATORS**

- Shall be isolated from contact with the public by physical guards, fencing, or an enclosure.
- Shall be separated a minimum of five (5) feet from any tent or membrane structure.
- Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours; refueling shall be conducted only when not in use.
- Storage of additional fuel on site is not permitted.
- A minimum of one portable fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided.

## **ADDITIONAL APPROVAL REQUIRED**

- Sale of Alcohol - requires permit from the State of Connecticut Liquor Control Commission as well as Fire Marshal approval
- Amusement Rides - contact the Office of the State Fire Marshal at (860) 713-5750
- Fireworks or Theatrical Pyrotechnic Displays - contact the Connecticut State Police / Fire and Explosion Investigation Unit at (860)706-5600