



Outdoor Event Guidelines

Effective immediately, this guideline will detail the requirements of the City of Goodyear Fire Department for an outdoor planned event that may involve outdoor assemblies, tents,¹ air inflated membrane structures², cooking, temporary special event structures³, and/or carnival rides. Per the definitions in the *International Fire Code*, bounce houses and inflatable rides, games and slides are considered an air inflated membrane structure. All Code references are taken from the 2018 edition of the *International Fire Code*. A permit is required to be issued by the City of Goodyear prior to the start of the event.

The following are a list of items to assist with the planning and layout of your event and will be verified by the Fire Inspector on site **prior to the event beginning**. This list is not to be considered all inclusive, but lists the most common issues. Any deficiencies noted during the inspection will be required to be corrected before the event is approved and can operate. For the purposes of this guideline, canopies are treated the same as tents.

Outdoor Assemblies

This section covers many outdoor types of events (concerts, gatherings, etc.). Some items will only apply when fencing is provided or because of the number of persons in attendance.

- The number and location of emergency egress and escape routes shall be approved by the fire code official (IFC 3106.3).
- The fire code official shall establish an occupant load for the event site (IFC 3106.3.1).
- Emergency egress and escape routes shall be maintained at all times (IFC 3106.3.2).
- A public safety plan shall be prepared where required by Section 403.12.2. The public safety plan shall be submitted to the fire code official (IFC 3106.4.1).
- Where required by the fire code official, the event operator or agent shall designate one qualified individual to continuously monitor local weather reports, forecasts and conditions. Said person shall be responsible for initiating weather-related event mitigation activities, ordering the suspension or cancellation of the outdoor assembly event and issuing the evacuation signal in accordance with the approved public safety plan (IFC 3106.4.2).
- Where events involve a gathering of more than 1,000 people, trained crowd managers shall be provided (IFC 3106.4.3).
- Smoking shall be permitted only in designated areas. Other areas shall have approved “No Smoking” signs conspicuously posted and maintained (IFC 3106.4.5).
- Combustible vegetation that could create a fire hazard shall be removed from the outdoor assembly event area (IFC 3106.4.6).
- Electrical equipment and wiring shall be listed and labeled for outdoor use (IFC 3106.6.1).
- Generators shall be installed not less than 10 feet from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet away from the internal combustion power source (IFC 3106.6.2).

Tents and Membrane Structures

This section covers tent, canopies, membrane structures, and lightweight pop-up recreational type canopies. Some items will only apply to tents over a certain size.

- For tents or membrane structures to be exempt from the permitting requirements in Chapter 31, they shall meet all of the following requirements.
 - Tents used exclusively for recreational camping purposes (IFC 3103.2[1]).
 - Tents open on all sides that comply with all of the following:
 - Individual tents having a maximum size of seven hundred (700) square feet (IFC 3103.2[2.1]).
 - The aggregate area of multiple tents placed side by side without a fire break clearance of twelve (12) feet, not exceeding seven hundred (700) square feet total (IFC 3103.2[2.2]).
 - A minimum clearance of twelve (12) feet to all structures and other tents (IFC 3103.2[2.2]).
- Tents or membrane structures larger than four hundred (400) square feet shall meet the following requirements:
 - Shall not be located within twenty (20) feet of lot lines, buildings, other tents and/or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).
 - Membrane structures larger than fifteen thousand (15,000) square feet shall be placed a minimum of fifty (50) feet from other tents and/or structures (IFC 3103.8.3).
 - All tents and/or membrane structures are to be adequately anchored to withstand the weather conditions and to prevent collapse. Documentation on the structural stability may be required from the manufacturer or a qualified engineer addressing the method of anchoring if required in the opinion of the Fire Code Official (IFC 3103.9). The minimum requirement is to have tents staked into the ground per the manufacturer's requirements. Any method outside of this requirement will require a structural engineer to support the use.
 - Means of egress (exit openings, egress illumination, aisles, etc.) for temporary tents and membrane structures are to comply with all of the requirements of the International Fire Code (IFC 3103.12).
 - All tents, membrane structures and their appurtenances are to be **flame retardant** meeting NFPA 701 requirements (IFC 3104.2).
 - All tents and membrane structures are to have a permanent affixed label identifying the size and fabric or material type (IFC 3104.3).
 - All tents and membrane structures are to be clearly posted with "No Smoking" signs (IFC 3104.6).
 - Open or exposed flames, heating devices, flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be located inside or within twenty (20) feet of any tent or membrane structure unless specifically approved by the Fire Department (IFC 3104.7). **NO COOKING CAN BE CONDUCTED UNDER A TENT OR CANOPY.**
 - Portable fire extinguishers having a minimum rating of 2-A:10-B:C shall be placed so that the maximum travel distance of seventy-five (75) feet is not exceeded (IFC 3104.12 and NFPA 10 – 2010, table 6.2.1.1).

Air Inflated Membrane Structures

This section covers inflatable bounce houses, slides, and games.

- Air supported and air-inflated structures shall have the design and construction of the fabric envelope and the method of anchoring in accordance with Architectural Fabric Structures Institute FSAAS (IFC 3103.10.2). The minimum requirement is to have all air inflated membrane structures to be staked into the ground per the manufacturer's requirements. Not staking will require a sufficient counter weight (typically 75 lbs.) be applied to the anchor points, per the manufacturer.
- All tents and membrane structures used for assembly purposes shall have their occupant load posted and meet the requirements of Chapter 10 (IFC 3104.14).

Cooking (outdoor and mobile food units)

This section covers cooking whether it is located outside or when it is conducted within a mobile food preparation unit (food truck).

- All cooking that produces grease laden vapors shall have an approved ventilation hood and automatic fire suppression system installed if conducted in a tent or membrane structure otherwise cooking is prohibited in a tent or membrane structure (IFC 3104.15.1).
- Cooking equipment that produces grease-laden vapors shall be provided with a kitchen exhaust hood in accordance with Section 607 (IFC 319.3).
- Cooking equipment shall be protected by automatic fire extinguishing systems in accordance with Section 904.12 (IFC 319.4.1).
- The maximum aggregate capacity of LP-gas containers transported on the vehicle and used to fuel cooking appliances only shall not exceed 200 pounds propane capacity (IFC 319.8.1).
- LP-gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement.
- A listed LP-gas alarm shall be installed within the vehicle in the vicinity of LP-gas system components, in accordance with the manufacturer's instructions (IFC 319.8.5).
- The exhaust system, including hood, grease-removal devices, fans, ducts and other appurtenances, shall be inspected and cleaned in accordance with Section 607.3 (IFC 319.10.1).
- Fire protection systems and devices shall be maintained in accordance with Section 901.6 (IFC 319.10.2).
- Portable Class "K" fire extinguishers shall be placed so that the maximum travel distance of thirty (30) feet is not exceeded to the cooking appliance(s) (IFC 904.11.5).
- All outdoor cooking (i.e.: bar-b-ques, mobile vehicles, etc.) shall not be conducted within twenty (20) feet of a tent or membrane structure (IFC 3104.15.6).
- All LP gas containers shall be located outside with a minimum distance of ten (10) feet for all containers five hundred (500) gallons or less and a minimum of twenty-five (25) feet for all containers greater than five hundred (500) gallons from any tent or membrane structure (IFC 3104.16.2).
- Portable LP gas containers shall be securely fastened in place to prevent unauthorized movement and adequately protected from tampering or damage and shall be located in an approved location (IFC 3104.16.3).

Temporary Special Event Structures

This section covers temporary stage structures of any size.

- The following documents shall be submitted to the fire code official and the building official for review before a permit is approved:
 - Construction documents shall be prepared by a registered design professional in accordance with the International Building Code and ANSI E1.21 where applicable. Construction documents shall include (IFC 3105.5):
 - A summary sheet showing the building code used, design criteria, loads and support reactions.
 - Detailed construction and installation drawings.
 - Design calculations.
 - Operating limits of the structure explicitly outlined by the registered design professional including environmental conditions and physical forces.
 - Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings.
 - Means for adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.
 - The owner of the temporary special event structure shall designate in writing a person to have responsibility for the temporary special event structure on the site. The designated person shall have sufficient knowledge of the construction documents, manufacturer's recommendations and operations plan to make judgments regarding the structure's safety and to coordinate with the fire code official.

- The operations plan shall reflect manufacturer’s operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the construction documents.
- The owner of a temporary special event structure shall employ a qualified, independent approved agency or individual to inspect the installation of a temporary special event structure (IFC 3105.6.1).
- The inspecting agency or individual shall furnish an inspection report to the fire code official. The inspection report shall indicate that the temporary special event structure was inspected and was or was not installed in accordance with the approved construction documents. Discrepancies shall be brought to the immediate attention of the installer for correction. Where any discrepancy is not corrected, it shall be brought to the attention of the fire code official and the designated responsible party (IFC 3105.6.2).
- Temporary special event structure shall be located a distance from property lines and buildings to accommodate distances indicated in the construction drawings for guy wires, cross-bracing, ground anchors or ballast. Location shall not interfere with egress from a building or encroach on fire apparatus access roads (IFC 3105.8).
- All fire lanes to the site and around the tents and/or membrane structures are to remain clear and open during the entire event (IFC 503.4).
- Outdoor events that have fencing or other types of barriers to contain the attendees shall provide a plan that details the size, number and location of all exits (IFC 403.2).
- Exit signs shall be posted at all required exits that are the appropriate letter size and color (IFC 1011.1).

Carnivals

This section covers carnival rides and games.

- Tents, air supported membrane structures, cooking, generators, and fire extinguishers associated with a carnival shall meet the previously listed requirements of this document.
- Any carnival ride or game where a patron is more than thirty (30) feet above the ground will be required to be positioned to allow for aerial fire apparatus access.
- All fire lanes to the site, around, and through the carnival area are to remain clear and open during the entire event (IFC 503.4).

For any questions, please contact the Fire Prevention Office at (623) 932-2300.

¹ **TENT.** A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects (see “Umbrella structure”).

² **AIR-INFLATED STRUCTURE.** A structure that uses air-pressurized membrane beams, arches or other elements to enclose space. Occupants of such a structure do not occupy the pressurized areas used to support the structure.

³ **TEMPORARY SPECIAL EVENT STRUCTURE.** Any temporary ground-supported structure, platform, stage, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures not regulated within the scope of the International Building Code.