Event permit application and all supporting documents shall be submitted and approved prior to the final permit inspection. All of the Fire Code Official’s interpretations will be determined during pre-event planning meetings and during the final inspection.

Go to the City’s online permitting portal to request your inspection.
(https://nbpermits.nbtexas.org/publicaccess)
Inspections MUST be scheduled and completed BEFORE your event can OPEN.

<table>
<thead>
<tr>
<th>SPECIAL EVENT FIRE CODE REQUIREMENTS</th>
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</thead>
<tbody>
<tr>
<td><strong>3106.1 Scope.</strong> Outdoor assembly events shall comply with this section.</td>
</tr>
<tr>
<td><strong>3106.2 General.</strong> Outdoor assembly events shall be in accordance with this section and Section 403.12. Temporary structures erected for outdoor assembly events shall comply with this chapter.</td>
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<tr>
<td><strong>3106.2.1 Approval required.</strong> Outdoor assembly events shall be approved by the fire code official.</td>
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<tr>
<td><strong>3106.2.2 Permits.</strong> An operational permit shall be required as set forth in Section 105.6.</td>
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<tr>
<td><strong>3106.2.3 Access.</strong> An approved means of fire apparatus access shall be provided.</td>
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<tr>
<td><strong>3106.2.3.1 Fire service features.</strong> Unobstructed access to fire hydrants, drafting sources and other fire protection features shall be maintained at all times.</td>
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<tr>
<td><strong>3106.3 Occupancy and means of egress.</strong> The number and location of emergency egress and escape routes shall be approved by the fire code official.</td>
</tr>
<tr>
<td><strong>3106.3.1 Occupant load.</strong> The fire code official shall establish an occupant load for the event site.</td>
</tr>
<tr>
<td><strong>3106.3.2 Maintenance of emergency egress and escape routes.</strong> Emergency egress and escape routes shall be maintained at all times.</td>
</tr>
<tr>
<td><strong>3106.4 Public safety for events.</strong> Outdoor assembly events shall comply with Sections 3106.4.1 through 3106.4.7.</td>
</tr>
<tr>
<td><strong>3106.4.1 Public safety plan for gatherings.</strong> 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 with the application for an operational permit as required by Section 3106.2.2.</td>
</tr>
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</table>
### SPECIAL EVENT FIRE CODE REQUIREMENTS

**3106.4.2 Weather monitoring person.** 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.

**3106.4.3 Crowd managers.** Where events involve a gathering of more than 1,000 people, trained crowd managers shall be provided in accordance with Section 403.12.3.

**3106.4.4 Portable fire extinguishers.** Approved portable fire extinguishers complying with Section 906 shall be provided and placed in locations approved by the fire code official.

**3106.4.5 Smoking.** Smoking shall be permitted only in designated areas. Other areas shall have approved “No Smoking” signs conspicuously posted and maintained in accordance with Section 310.

**3106.4.6 Combustible vegetation.** Combustible vegetation that could create a fire hazard shall be removed from the outdoor assembly event area.

**3106.4.7 Combustible refuse.** Combustible refuse shall be kept in noncombustible containers with tight-fitting or self-closing lids. Combustible refuse shall be removed from the event site at regular intervals to prevent an unsafe accumulation within the event site.

**3106.5 Cooking appliances or devices.** Outdoor assembly events with concession stands or booths using cooking appliances or devices shall comply with Sections 3106.5.1 through 3106.5.3.

**3106.5.1 Separation from tents or structures.** Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers (firebrands) shall not be used within 20 feet (6096 mm) of a tent or temporary structure.

- **Exceptions:**
  1. Designated cooking tents not occupied by the public when approved by the fire code official.
  2. Tents or structures where cooking appliances are protected with an automatic fire-extinguishing system in accordance with Section 904.12.

**3106.5.2 Protection.** Cooking equipment using combustible oils or solids shall meet the following:

- 1. A noncombustible lid shall be immediately available. The lid shall be of sufficient size to cover the cooking well completely.
- 2. The equipment shall be placed on a noncombustible surface. An approved portable fire extinguisher for protection from cooking grease fires shall be provided at a location approved by the fire code official.

**3106.5.3 Liquefied petroleum gas (LP-gas).** The use of liquefied petroleum gas (LP-gas) shall be in accordance with Chapter 61.
**SPECIAL EVENT FIRE CODE REQUIREMENTS**

### 3106.6 Electrical equipment and wiring
Outdoor assembly events with concession stands or booths using electrical equipment and temporary wiring for electrical power or lighting shall comply with the applicable provisions of NFPA 70 and Sections 3106.6.1 through 3106.6.3.

### 3106.6.1 Outdoor use
Electrical equipment and wiring shall be listed and labeled for outdoor use.

### 3106.6.2 Generators
Generators shall be installed not less than 10 feet (3048 mm) from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet (914 mm) away from the internal combustion power source.

### 3106.6.3 Portable fire extinguishers
Each generator shall be provided with an approved portable fire extinguisher complying with Section 906.

### 403.12 Special requirements for public safety
Special requirements for public safety shall be in accordance with Sections 403.12.1 through 403.12.3.3.

#### 403.12.1 Fire watch personnel
Where, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved. Fire watch personnel shall comply with Sections 403.12.1.1 and 403.12.1.2.

- **403.12.1.1 Duty times.** Fire watch personnel shall remain on duty while places requiring a fire watch are open to the public, or when an activity requiring a fire watch is being conducted.

- **403.12.1.2 Duties.** On-duty fire watch personnel shall have the following responsibilities:
  - Keep diligent watch for fires, obstructions to means of egress and other hazards.
  - Take prompt measures for remediation of hazards and extinguishment of fires that occur.
  - Take prompt measures to assist in the evacuation of the public from the structures.

#### 403.12.2 Public safety plan for gatherings
Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of or prescribe a public safety plan that provides an approved level of public safety and addresses the following items:

1. Emergency vehicle ingress and egress.
2. Fire protection.
3. Emergency egress or escape routes.
4. Emergency medical services.
## SPECIAL EVENT FIRE CODE REQUIREMENTS

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<tbody>
<tr>
<td>5.</td>
<td>Public assembly areas.</td>
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<td>6.</td>
<td>The directing of both attendees and vehicles, including the parking of vehicles.</td>
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<tr>
<td>7.</td>
<td>Vendor and food concession distribution.</td>
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<tr>
<td>8.</td>
<td>The need for the presence of law enforcement.</td>
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<td>9.</td>
<td>The need for fire and emergency medical services personnel.</td>
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<tr>
<td>10.</td>
<td>The need for a weather monitoring person.</td>
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</table>

### 403.12.3 Crowd managers.**

Where facilities or events involve a gathering of more than 500 people, crowd managers shall be provided in accordance with Sections 403.12.3.1 through 403.12.3.3.

### 403.12.3.1 Number of crowd managers.

Not fewer than two trained crowd managers, and not fewer than one trained crowd manager for each 250 persons or portion thereof, shall be provided for the gathering.

**Exceptions:**

1. Outdoor events with fewer than 1,000 persons in attendance shall not require crowd managers.
2. Assembly occupancies used exclusively for religious worship with an occupant load not exceeding 1,000 shall not require crowd managers.
3. The number of crowd managers shall be reduced where, in the opinion of the fire code official, the fire protection provided by the facility and the nature of the event warrant a reduction.

### 403.12.3.2 Training.

Training for crowd managers shall be approved. Provide a copy of the training as a supplemental form within the submittal.

### 403.12.3.3 Duties.

The duties of crowd managers shall include, but not be limited to:

1. Conduct an inspection of the area of responsibility and identify and address any egress barriers.
2. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards.
3. Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects.
4. Direct and assist the event attendees in evacuation during an emergency.
5. Assist emergency response personnel where requested.
6. Other duties required by the fire code official.
7. Other duties as specified in the fire safety plan.