

**VILLAGE OF KEY BISCAYNE
FIRE RESCUE DEPARTMENT
FIRE WATCH PERMIT APPLICATION**

1. **Name of Event:** _____

2. **Sponsoring Organization:** _____

Mailing Address: _____

Person in Charge: _____ Telephone: _____

Person securing Permit Application: _____

A. Type of Event/Reason for Fire Watch: _____

B. Location of Event: _____

C. Dates of Event: _____

D. Time(s): _____

E. Estimated Attendance: _____

3. **Fire Marshal's Office Requirements:**

- A. Assembly Permit required: Yes ___ No ___
(If yes, Assembly Permit application to be obtained from Building & Zoning – Bill Fehr)
- B. Fire Inspectors required: Yes ___ No ___
- C. Layout Sketch/Floor Plan required: Yes ___ No ___
- D. Fire Rating for Tent: Yes ___ No ___
- E. Pyrotechnics Permit required: Yes ___ No ___ \$ 160.00
- F. Fireworks Shells List: Yes ___ No ___
- G. Fireworks Insurance required: Yes ___ No ___
- H. Will there be cooking or heating of Food? Yes ___ No ___
- I. Bonfire Yes ___ No ___

4. **Fire Apparatus Required:** Yes ___ No ___

5. **Costs Incurred for Village of Key Biscayne Fire Rescue Services:**

- A. Fire Inspectors / Fire Watch: \$40.00/hour for ___ hours (minimum of 4 hours) \$ _____
- B. Paramedic: \$40.00/hour for ___ hours \$ _____
- C. Firefighters: \$40.00/hour for ___ hours \$ _____

TOTAL COSTS: \$ _____

6. **Additional Requirements to hold this Event:** Yes ___ No ___

Applicant's Signature _____ Date: _____

Fire Department's Signature _____ Date: _____

***Check made payable to the Village of Key Biscayne must be received at the time of application and will be held until date of event. If event is canceled, please give at least 24 hours notice.**



Village of Key Biscayne Fire Rescue Fire Prevention

Plan Submittal Requirements for Temporary Tents, Canopies, Membrane Structures, and Cooking.

Upon application for a permit, a site plan is required. All required distances shall be indicated on the site plan. Permits shall be obtained and all requirements completed prior to a fire inspection.

1-Temporary tents and membrane structures must comply with the individual occupancy requirements for which the tent is being used (Example: mercantile, assembly, industrial, etc.)

2-All plans must include the following general items:

- Dates and hours of the event or usage period (must be located on the site plan or the floor plan)
- “Certificate of Fire Resistance” for the structure
- “Certificate of Fire Resistance” or flame spread documentation for all draperies, curtains, decorations, stage scenery, etc.
- Provide a notarized affidavit indicating that the wiring will comply with NFPA 70 and the name and license number of the electrician installing any electrical wiring in the tent.

3-All plans must include a separate FLOOR PLAN showing all, but not limited to, the following items:

- Locations of required number of exits, and exit capacity (width) based on occupant loads calculated by square footage.
- Dimensions of required aisles and seating row widths shall be accordance with the provisions of Aisles and shall not be less than 44 inches in width. Seating row widths shall not be less than 12 inches. Rows shall be increased by 0.3 inch for every additional seat beyond 14, but the width need not be more than 22 inches. When more than 200 loose seats or folding chairs are used they shall be bonded together in groups of three or more.
- Locations of battery back-up exit signs. Exception: Non-illuminated exit signs may be used for events held during daylight hours only.
- Locations of emergency lighting fixtures. Exception: Emergency lighting can be omitted for events held during daylight hours only.
- Seating arrangements for table and chairs with distances between tables (if seating arrangements are provided).
- Location of bleacher/grandstand and their details (if bleachers are provided).
- Stage plan (including mobile stages) and location of egress points, including stair details, ramp details, handrail and guardrail details, etc. (if stage is provided).

- Location of fire extinguishers (1 for each 400 sq.ft. up to 1200 sq.ft., then one for each 1000 sq.ft. thereafter).
- Location of “NO SMOKING” signs

4-All plans must include a separate SITE PLAN including the following:

- Location of the tent in relation to all buildings or structures, roads, parking areas, storage containers, etc. (Minimum 20’ separation required).
- Location of generator if applicable (minimum 20’ from tent).
- Fire extinguishers are to have a minimum rating of 2A:10BC and be permanently mounted on a support member.

5-All plans submitted for SPARKLER SALES must also include the following:

- State sparkler certificate.
- Copy of driver’s license of applicant.

6-All cooking operations under a tent or membrane structure must comply with NFPA 1, chapter 50.

- Open or Exposed Flame– Open Flame or other devices emitting flame, fire or heat or any flammable or combustible liquid, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire department official.
- If approved by fire department official, cooking and heating equipment shall be vented to the outside air by approved means. Cooking and heating equipment shall not be located within 10 feet of an exit or combustible material. Outdoor cooking that produces sparks or grease-laden vapors shall be at least 20 feet from tents, canopies, and membrane structures. The warming of previously prepared food is not considered to be cooking and is exempt from these requirements.
- **Class K Portable Fire Extinguishers** - Concession stands or vendors with cooking operations that include deep fat fryers shall provide a Class K wet chemical extinguisher. A minimum 2A:10BC fire extinguisher shall also be provided.

7- All Generators and power sources- Generators and other internal combustion power sources shall be separated from tents, canopies, and temporary membrane structures by a minimum of 20 feet and is isolated from contact with the public by fencing, enclosure or other approved means.

8-Fire Watch-

- All temporary assembly tents with an occupant load of greater than 300 may be required to provide Fire Watch for the duration of the event.
- All permits will be reviewed and may require a fire watch based on information from application and site visit, if appropriate.