

**SAN ANTONIO FIRE PREVENTION DIVISION  
1901 SOUTH ALAMO STREET  
SAN ANTONIO, TEXAS 78204**

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**Fire Regulations for Assembly Occupancies**

**Seating and Booth Arrangements:**

1. A floor plan of the layout for events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 15 days prior to the event.
2. All seating arrangements for events will be in accordance with current edition of the International Fire Code, and approved by the Special Events Coordinator. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work hours, weekends or holidays will be at the expense of clients unless instructed otherwise. The after hours rate is set by the City of San Antonio, check with the Special Events Coordinator for current rate.

**Booth Construction, Decorations, and Stage Scenery:**

4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

**Enclosed and Multiple Story Booths:**

7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a State of Texas- Professional Engineer's stamp, certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

**Exits and Exit access and discharge:**

12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.

15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times.

**Open Flames, Compressed Gases, Explosives and Lasers:**

16. The following items may not be used without prior approval of the Fire Marshal.
- A. Use, display or storage of LPG (Propane or Butane)
  - B. Flammable Liquids of Gas
  - C. Barbeque Grills
  - D. Straw, sawdust, or wood shavings
  - E. Welding or cutting equipment for demonstration purposes
  - F. Gas fired appliances for demonstrations or cooking purposes
  - G. Salamander stoves for demonstrations or cooking purposes
  - H. Lit candles and lanterns for demonstration purposes
  - I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
  - J. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

**Cooking and Cooking Appliances:**

18. Cooking is permitted on a limited basis. **A minimum of one (1) 2A10BC fire extinguisher is required in each area where cooking or heating is taking place.** Small electric cook-tops, ovens and skillets will be allowed for warming. When deep fat fryers are permitted, a Class K fire extinguisher shall be provided.
19. Cooking appliances must be placed on non-combustibles surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

**Electrical Equipment:**

21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

**Vehicles: This includes all vehicles (e.g.: cars, trucks, semis, recreational vehicles, boats, motorcycles, atv, jet skis, etc).**

23. The following are requirements for vehicles on display (2012 IFC, Section 314.4) and fuel powered engines:
- A. Not more than ¼ tank or five (5) gallons, whichever is less.
  - B. Fuel tank gas cap must be locked or sealed to prevent mishandling or escape of vapors.
  - C. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
  - D. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
  - E. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal's approved.
  - F. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
  - G. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
23. No vehicle shall be parked in designated fire lanes.
24. All vehicles not on display are required to be removed from the building prior to the opening of the event.

### **Tents**

25. Tents and membrane structures used for assembly purposes having an occupant load over 50, and all other occupancies having an area in excess of 1200 square feet shall not be erected, operate or maintained for any purpose without first obtaining a permit and approval from the fire code official. (2015 IFC Amendments, Section 3103.2)
26. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal's office at least 15 days prior to event for approval.

### **Hazardous Materials:**

27. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
28. All hazardous materials require Fire Marshal approval.
29. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

### **General Regulations:**

30. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
31. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
32. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
33. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
34. Whenever compressed gases are used in booth or display area, a "NO SMOKING" sign must be posted.
35. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2015 IFC, Sections 901.7.1 through 901.4.3)
36. Every room or space that is assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2012 IFC, Section 1004.3)
37. In accordance with the International Fire Code "When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any 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, to remain on duty during the times such places are open to the public, or when such activity is being conducted."(2012 IFC, Section 403.1)

### **NOTICE:**

If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal's office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.

**FEE SCHEDULE:**

**Overtime rate for Fire Marshal/Inspector as of October 1, 2012**

**\$82.40/hr**

Overtime is charged after 5:00 pm weekdays, weekends and holidays.  
Overtime carries a minimum of 2 hours per occurrence.

**PYROTECHNIC DISPLAYS:**

All pyrotechnic (fireworks) displays require a permit. Size and type of pyrotechnic display will determine whether one or two inspectors will be required to be on site.

1.3 Pyrotechnic Display	2 Inspectors	\$82.40/hr (2 hr minimum)
1.4 Pyrotechnic Display	1 Inspector	\$82.40/hr (2 hr minimum)
Hazing	1 Inspector	\$82.40/hr (2 hr minimum)

**OTHER INSPECTIONS:**

Vehicle checks: Vehicles will be inspected PRIOR to entering building at every event.  
Vehicles arriving after hours, on weekends or on holidays will be inspected at Overtime rate.

**FLOOR PLAN REVIEW:**

Effective October 1, 2008, Ordinance No. 2008-09-11-0777G established a fee schedule for Special Events:

For plan review and inspections involving floor plans greater than five thousand (5,000) square feet but less than or equal to fifteen thousand (15,000) square feet...\$275.00 + 3% tech fee for a total of \$283.25

For plan review and inspections involving floor plans exceeding fifteen thousand (15,000) square feet ... \$425.00 + 3% tech fee for a total of \$ 437.75.

No plan submittal or Assembly Fee required for floor plans less than 5,000 square feet.