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Participants and Vendors,

Effective Date 1-01-2024

The Lansing Fire Department would like to welcome you to your event. **To ensure the event is held as safely as possible The Lansing Fire Department has compiled a list of Life Safety Codes and requirements to be followed during the event. The following information is a reference guide for Life Safety Codes and requirements to be used by event coordinators, vendors, and exhibitors. Fire Officials reserve the right to evaluate/inspect the event and enforce further Codes not listed that may apply. Failure to adhere to the Life Safety Codes and requirements may result in the termination of your participation in the event, termination of the event, citations, and possible fines.** Further information is available from the Lansing Fire Department upon request at (517) 483-5087.

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**A. General requirements:**

1. All exhibit spaces, buildings, booths, tents, concessions, food trucks, and vendor spaces **may require** an approved fire extinguisher with a minimum rating of 2A-10BC (exception: Vendor spaces inside buildings where fire extinguishers are already in place). **Spaces requiring fire extinguishers can be found in sections (C) Mobile Food Preparation and (D) Tents and Temporary Membrane Structures.**
  - a) Portable fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstruction cannot be completely avoided means shall be provided to indicate the locations of extinguishers.
  - b) Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use.
  - c) All fire extinguishers must bear an inspection tag showing the unit was inspected within the past 12 months or a receipt showing purchase of the unit within the last 12 months.
  - d) In addition to an all-purpose 2A-10BC all vendors producing grease laden vapors from cooking methods such as deep frying, open flat top grills, etc., must have an approved class "K" fire extinguisher, either a 6 liter or 2.5-gallon size.
2. Occupant Load: A Fire Department Official will determine the Events Occupant Load.

3. Overcrowding: Admittance of any person beyond the approved capacity of a building or a portion thereof shall not be allowed. The fire code official, upon finding any overcrowding conditions or obstructions in aisles, passageways, or other means of egress, or upon finding any condition which constitutes a life safety hazard, shall be authorized to cause the event to be stopped until such condition or obstruction is corrected.
4. Fire Department Access Lane: Any designated fire lanes must remain clear of any obstructions. Any parking in this area needs to be temporary and an attendant always needs to remain with the vehicle.
5. Aisles and exits shall be maintained clear of obstructions at all times. An exit or exit passageway shall not be used for any purpose that interferes with a means of egress.
6. ***Open flame devices and Pyrotechnics are prohibited inside exhibit spaces, buildings, booths, tents, and indoor and outdoor assembly areas without a permit.***
7. Electrical wiring and equipment shall be in accordance with NFPA 70 National Electrical Code (see bullet C, electrical below).
8. Any compressed gas cylinder used for any purpose shall be securely fastened to a solid object in the upright position.
9. The emergency evacuation plan will be laid out to all vendors through the event personnel. All vendors are to ensure that all emergency access lanes are not interfered with or obstructed.
10. EXIT SIGNS: Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet from the nearest visible exit sign. Exit signs shall be internally or externally illuminated.
11. 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.
  5. Public assembly areas.
  6. The directing of both attendees and vehicles, including the parking of vehicles.
  7. Vendor and food concession distribution.
  8. The need for the presence of law enforcement.
  9. The need for fire and emergency medical services personnel.
  10. The need for a weather monitoring person.

## **B. Electrical:**

1. All extension cords used in exhibit spaces, buildings, booths, tents, vendor areas, mobile food prep vehicles, and assembly areas shall be in good condition, and shall be the approved type with heavy duty three wires, and a three-prong plug. ***An approved outdoor or indoor/outdoor cord must be used at outdoor events.***
2. Multiple outlet power strips in good condition and provided with an internal circuit breaker/reset switch are allowed.

- a) Multi-plug extension cords and Power Strips shall not be plugged into one another.
- b) Multi-plug and Power Strips will be plugged into an approved receptacle.
- c) Generator operation sound level shall be less than 70 decibels at 15 feet.
- d) Generator fuel WILL NOT BE STORED IN A VEHICLE OR ONSITE unless in an approved fire safe cabinet.
- e) Generator refueling is conducted only during non-operating hours.
- f) Generator exhaust shall not cause a nuisance during event.

**C. Mobile Food Preparation:**

1. Check that there is a clearance of at least 10 feet away from building, structures, vehicles, and any combustible materials.
2. All trucks and enclosed trailers that produce grease laden vapors must have a Type 1 hood. Hoods shall be subject to cleaning and inspection IFC 319.1 and IFC 607.3.
3. **Fire protection for cooking equipment. Smoke or grease laden vapor cooking equipment shall be protected by automatic fire extinguishing systems in accordance with section 904.12 (commercial cooking systems) IFC 319.4.1**
4. Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately for use. All employees working in the vehicle shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past 12 months OR a receipt of purchase within the last 12 months shall be available for inspection. IFC 901.6, 906.1, 906.3.2, 904.11.5 (cooking), 906.4 ("K"), 906.4.2.
  - a) Vehicles using a liquid or gas fuel source shall have a minimum 2A20BC fire extinguisher. Vehicles using a solid fuel source shall have a minimum of a 6L Class K fire extinguisher for solid fuel.
  - b) Vehicles that have a deep fat fryer shall have a 6L Class "K" rated fire extinguisher.
  - c) In all vehicles it is recommended that there be a 2A20BC and a 6L Class "K" type located within or attached to the vehicle. IFC 906.5
5. Vendors shall have a current Health Department Inspection.
6. Vendors using liquefied petroleum gasses for operations shall comply with IFC Chapter 61, and NFPA 58-11.
7. Only rubber hose stamped "Approved for LP Gas" used from tank to the attached black pipe that is secured to vehicle shall be used to transport gas through vehicle to appliances. Copper piping SHALL NOT BE USED. LP-gas containers installed on the vehicle and fuel-gas piping systems shall be inspected annually by an approved inspection agency or company that is registered with the US Department of Transportation. Upon satisfactory inspection, the approved inspection agency shall affix a tag on the fuel gas system or within the vehicle indicating the name of the inspection agency and the date of the satisfactory inspection. IFC 6103.2.1, IFC 319.10.3, NFPA58-5.9.6.4 and 6.9.6 and NFPA96-B.19.6
8. LPG pressure relief valves shall be located within a safe distance away from any ignition source (open flame or generator) 6104.3 (e2) (i.e., 5 feet)

9. The main system shutoff valves located on or closest to the fuel tanks and sufficient to stop the supply of fuel from all fuel tanks must be clearly marked with the words "PROPANE SHUTOFF VALVE or NATURAL GAS SHUTOFF VALVE" permanently affixed to the outside of the vehicle in reflective decal material with letters 2" high at minimum.
10. A "No Smoking" sign next to or directly above the propane container and visible to the public. Such sign shall be posted with a minimum of 2" lettering. IFC 310.3, 6107.2
11. Shall be equipped with a working LPG (propane) leak indicator according to NFPA 1192-6.3.3
12. Rear mounted DOT approved LP tanks must be mounted above and in front of the DOT approved rear bumper.
13. All automatic fire extinguishing systems shall be inspected by a servicing company every 6 months and properly tagged to indicate such. IFC 904.12.5
14. Generator operation sound level shall be less than 70 decibels at 15 feet.
15. Generator fuel WILL NOT BE STORED IN THE VEHICLE OR ONSITE unless in an approved manner.
16. Generator refueling is to be conducted only during non-operating hours.
17. Generator exhaust shall not cause a nuisance during event.
18. All food preparation equipment shall be in good working condition and free of deficiencies per manufacturer's recommendations.
19. Vendors utilizing any sized temporary membrane structures or tents for operations please refer to Tent Inspections and Guidelines Page.

**D. Tents and Temporary Membrane Structures:**

1. Tents shall not be erected for more than 180 days. (MBC 3103.1)
2. Temporary structures shall be located in accordance with the requirements of table 602 based on the fire resistance rating of the exterior walls for the proposed type of construction. (MBC 3103.3)
3. Separate permits required for electrical and mechanical installations. (MBC 105)
4. Tents with occupancies of more than 50 persons require site plans indicating; the means of egress; seating capacity, arrangement of the seating, and emergency lighting. (IFC 3103.6)
5. Exit requirements; (IFC3103.12.2) for 10-199 people; Two (2) openings 6 feet in width (each) for 200-499 people; Three (3) openings 6 feet in width (each) for 500-599 people; Four (4) openings 8 feet in width (each)
6. A min. 12' fire break is required on all sides (not including the anchorage, guy ropes, ballasts, etc.) (IFC 3103.8.6)
7. Tents and Temporary Membrane Structures utilizing electrical or warming equipment of any kind must have a flame certification that states the tents meet the flame propagation performance criteria of NFPA 701. (IFC 3104.2)
8. Proper anchorage is required. (IFC 3103.9)
9. Hay, Straw, shavings, or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy (IFC 3104.5)

10. Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310. (IFC 3104.6)
11. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public. (IFC 3104.7)
12. There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents located inside membrane structures. (IFC 3104.11)
13. Portable fire extinguishers are required. For specific size and location information see Section 906 of the IFC. (IFC 3104.12)
14. Flammable-liquid-fueled equipment shall not be used in tents or membrane structures. (IFC 3104.17.1)
15. Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means. (IFC 3104.19)
16. ***Temporary structures that cover an area greater than 400 sq ft that are used or intended to be used for the gathering of 10 or more persons, shall not be erected, operated, or maintained for any purposes without obtaining a permit from the Fire Department.***
17. ***Multiple temporary structures with an aggregated area exceeding 700 total square feet when placed side by side without a fire break clearance of 12 feet, shall not be erected, operated, or maintained for any purpose without obtaining a permit from the Fire Department. (IFC 2018 3103.2) Must have an approved Fire Extinguisher within 75ft.***
18. ***A flame certification that confirms tents meet the flame propagation performance criteria of NFPA 701 shall be submitted prior to the permit being issued. (IFC 3104.2)***

#### **E. Indoor Event Requirements:**

1. All decorations must meet flame resistant ratings. These ratings can either be done through the manufacture's documentation or with the application of a fire-resistant treatment; typically spray on material. Application must follow manufactures recommendations and documented. All documentation must be provided to the Fire Marshal's Office prior to the event.
2. Vehicle Displays. Liquid-fueled or gas-fueled vehicles, boats or other motor craft shall not be located indoors except as follows:
  - a) Batteries are disconnected.
  - b) Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
  - c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
  - d) Vehicles, boats, or other motor craft equipment are not fueled or defueled within the building.
3. Manual fire alarm boxes shall be accessible, unobstructed, unobscured, and visible at all times.

#### **F. Permits and Fees:**

1. ***Available Permits:***
  - a) ***Tent***
  - b) ***Open Flames and Pyrotechnics***
2. ***Required Permit Fees***
  - a. ***Tent - \$110.00 Permit Inspection Included.***

- i. ***A flame certification that confirms tents meet the flame propagation performance criteria of NFPA 701 shall be submitted prior to the permit being issued. (IFC 3104.2)***
  - b. ***Open Flames and Pyrotechnics - \$125.00 Permit Inspection Included***
3. ***Required permits may be obtained through the City of Lansing's Fire Department Administration Office located at 120 E. Shiawassee Lansing, Mi. 48933 or call 517-483-4200.***
4. ***All events are subject to Life Safety Inspections. Life Safety Inspections will be charged at \$125.00 an Hour. Life Safety Inspection Fees are not included within Permit Fee.***

