



General Fire Code Guidelines for the ICC

The Provided document is intended to provide organizers and promoters with a synopsis of the fire code requirements during the planning phase of events taking place at the Irving Convention Center. Cooperative planning allows for flexibility and consideration of special circumstances that might arise during the planning phase of an event. Failure to provide plans can bring about circumstances that can limit the Fire Departments ability to consider alternative methods to achieve code compliance and safety, thereby requiring the Fire Department to enforce the Fire Code in its most strict interpretation. Such circumstances, in the most extreme cases, could force the Fire Department to shut down an event. Working together will significantly reduce the odds of such a circumstance from ever occurring.

Provided below are the general areas of concern for the ICC in regards to fire code compliance. Feel free to contact the Fire Marshal's Office anytime a question arises regarding fire code compliance at the numbers below.

Fire Marshal Derek Austin – (972) 721-4818
Asst. Fire Marshal Dana Lubke – (972) 721-4651
Lieutenant Steve Gibbs – (972) 721-3694
Lieutenant James Malone Jr. - (972) 721-2758
Lieutenant Lorenzo Chavez – (972) 721-4819

Occupant Load (IFC 1002)

Occupant loads established by the Building Code Official shall be strictly adhered to. Signs shall be posted throughout the ICC as required by Code.

Definition- The number of persons for which the means of egress of a building or portion thereof is designed.

Site Plans

Site plans shall be submitted a minimum of ten (10) business days prior to the event for review and feedback.



Site Inspection (IFC 109.3, 111.4)

The Fire Department shall conduct a site inspection prior to the event to ensure adequate time for mitigation measures for any fire code deficiencies. Any unacceptable issues found before or during the event can be cause for cessation of that activity or event until deficiencies are corrected. Events without plans and visits will be subject to stop orders.

Fire Lanes (IFC 503)

- Minimum width: 24 feet unobstructed with 14 feet of vertical clearance.
- Where fire lanes are required, approved signs or markings shall be provided to identify fire lanes so as to prevent obstructions.
- Fire Lanes must not be blocked at any time, for any reason.

Fire Extinguishers (IFC 906)

- For general fire protection a 2A-10BC size extinguisher is recommended and will be required throughout the building per code.
- Fire extinguishers must be inspected and tagged by a state-licensed inspector annually. Extinguishers without an inspection tag or with an expired tag will not be permitted.
- A class K rated portable extinguisher is required to be within thirty (30) feet of a cooking location. This is in addition to the 2A-10BC general fire protection extinguisher.

Exits (IFC Chapter 10)

- During event hours, exits may not be locked, fastened or blocked in any manner
- At outdoor events where patrons are assembled in a fenced, barricaded, or roped off area emergency exits must be provided. The size and number of these exits will be approved by the Fire Marshal's Office.
- Emergency exits must be marked by a durable weather resistant red sign with white lettering. The minimum size of lettering for such signs is six (6) inches in height with a 3/4 inch stroke (width).



Exterior Tents, canopies and other membrane structures (IFC 2401.1)

- A permit is required for tents or membrane structures with an area in excess of 400 square feet and canopies in excess of 1600 square feet.
- For assembly type tents assigned an occupant load of 50 or more people a detailed site plan is required. This plan should include details on exiting, seating, and any heating or electrical equipment.
- Tents, canopies and membrane structures shall not be located within 20 feet of other tents, vehicles or internal combustion engines. There shall be a fire break between tents with a minimum gap of 12 feet and be free of guy ropes or other obstructions.
- Tents, canopies and membrane structures must be properly anchored and braced to withstand weather conditions and protect against collapse.
- Before a permit is granted, a certificate of flame resistant treatment must be provided. Structures shall have a permanently attached label bearing the identification of size and fabric or material type. Hay, shavings or similar combustible material shall not be located within these structures.
- No combustible materials shall be stored within 20 feet of the exterior of the tent, canopy or membrane structure.
- Trash shall be removed daily.
- No fireworks shall be discharged within 100 feet of any tent, canopy or membrane structure.

Interior Tents, Canopies and Membrane Structures

Plans should include:

1. Final detailed floor plans must be submitted to Fire Prevention 10 days prior to the scheduled move-in of the event. It is not necessary to show the details of individual booths. However, all canopies must be shown on the floor plan. The plans should include:
 - Layout: exhibits and building areas in use.
 - Lobby displays and registration areas.
 - Concession areas and main catering set-up.
 - Exits: marked aisles and exits.
 - Fire extinguisher equipment: location and nature.
 - Dates: move-in, move-out and times open to the public



- Contacts: persons' names and telephone numbers
 - Structures inside building: Detailed plans must be submitted 10 days prior to event move-in. This includes 10x10 pop up canopies and all covered structures, awnings over 4-feet wide.
 - Vehicles: type and number with diagram of placement.
2. Certification of flame resistance shall be provided for tents, canopies, awnings, drapes, table skirts and decorative materials.
 3. Unless they are flame retardant, combustible materials, merchandise, or signs shall not be attached to, hung from, or draped over flame retardant side and near divider draperies of booths, or attached to table skirting facing the aisles.

Tents will not be allowed inside the ICC. Canopies will be allowed on a limited capacity. Below are the requirements that must be followed.

- No canopy larger than 10x10 sqft will be allowed.
- Canopies shall not be placed side by side, or back to back to create an overall canopy larger than 10x10 sqft.
- The minimum distance between canopies shall be 40 feet.
- Only one (1) canopy shall be allowed in a 4,000 sqft area.
- There shall be a 2A-10BC fire extinguisher placed at each canopy.
- Vehicles will not be allowed to be stored underneath canopies inside the ICC.

Display of Motor Vehicles Inside The ICC (IFC 2404.18)

- Disconnect batteries
- No fueling or defueling inside the ICC
- Fuel in tank shall not exceed one-quarter tank or 5 gallons whichever is less.
- Fuel tank openings shall be locked or otherwise secured.

LP-Gas Guidelines For *Exterior* Use (2404.16, Chapter 38)

- Containers shall be located outside of an exterior tent or canopy and safety release valves shall be directed away from any tent. The container shall be a minimum of ten (10) feet from the tent.



- Portable LP-gas Containers are allowed to be used temporarily for cooking demonstrations and exhibitions. Such containers shall not exceed a water capacity of 12 pounds (roughly 5 pounds of propane capacity).
- Portable LP-gas containers which are located outside and are fueling equipment inside a tent must be secured and protected from tampering and/or damage to the container.
- Portable LP-gas containers shall be secured in place to prevent overturning; structural members of tents and canopies shall not be utilized.
- Flammable liquid storage is prohibited within 50 feet of tents.

Food Preparation During Exhibition or Demonstration

Food shows present a special hazard for fire and life safety. The following regulations are provided in order to mitigate as many of these hazards as possible.

1. All food shows must be permitted by the Irving Fire Department. The following are required for this purpose:
 - Layout of show, including aisle widths, exit doors, fire extinguisher type and placement, cooking appliances, seating, stages, etc.
 - UL listing on all cooking appliances. Cut sheets must be supplied.
 - Layout of individual booths where there will be cooking
2. Cooking and/or warming appliances must be isolated from the public. Place a minimum of 4' back from the booth, or provided with a barrier between the cooking/warming device and the public.
3. Individual cooking/warming devices shall not exceed 288 sq. in. surface area.
4. A minimum of 2' shall be kept between cooking devices.
5. The surface which holds the cooking/warming device shall be of a non-combustible material.
6. Combustible materials shall be kept a minimum of 2' away from cooking/warming devices.
7. A minimum 2A-10BC fire extinguisher and a lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices.
8. Canned Heat is allowed for warming only and must not be refillable. An approved safety can must be provide where Canned Heat is used for disposal of the empty cans. (See attached rules for canned heat usage)



9. Candles are not allowed for cooking or warming.
10. No flaming food preparation allowed in booths.
11. No propane or butane allowed for cooking or warming.
12. Deep fat fryers require splash guards on 3 sides. A class K fire extinguisher is required where deep fat fryers are used.