



City of Chicago
Richard M. Daley, Mayor

Chicago Fire Department

John W. Brooks
Fire Commissioner

Fire Prevention Bureau
444 North Dearborn Street
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<http://www.cityofchicago.org>

CHICAGO FIRE DEPARTMENT Bureau of Fire Prevention

Dear Festival Sponsor:

The Chicago Fire Department wishes you the best of success in the event which you are sponsoring. While events are planned to be enjoyable for the attendees and staff, unforeseen incidents may occur.

Below is a list of the Code Sections of the Chicago Municipal Code which pertain to festivals and other outdoor activities. While these codes are not meant to hinder any of your activities, they will provide some necessary guidelines for the safe operation of the event.

FIRE PREVENTION REGULATIONS AND RECOMMENDATIONS FOR CHICAGO OUTDOOR FESTIVALS

1. Code Section 13-96-490

Tents - All canvas tents, booths or canopies used for cooking or vending shall be of fire retardant material. Certificate of approval by an approved testing laboratory certifying fire retardance shall be required.

2. Code Sections 15-16-160 15-16-640

Fire Extinguishers - Every tent, booth or canopy used for cooking or vending shall require an approved fire extinguisher. These extinguishers shall be CO₂ (Carbon Dioxide) or ABC (Multi-Purpose Dry Chemical) a minimum of twenty (20) pounds. A *Type K* fire extinguisher is required for any type of grilling. Fire extinguishers must be visible and accessible to all employees.

3. Code Sections 15-26-540, **15-26-590, 13-96-490**

L.P.G. (Liquefied Petroleum Gas). The total capacity of L.P.G. at any one vendor booth shall not exceed 100 pounds, without the approval of the Deputy Fire Commissioner in charge of the Bureau of Fire Prevention.

L.P.G. cylinders shall be located on the outside of any booth on a firm level base protected from mechanical injury and secured in an upright position.

There shall be no L.P.G. cylinders located in tents or canopies. The minimum clearance between the tent and the L.P.G. cylinders is 10ft.



L.P.G. cylinders shall be approved and equipped with a control valve. All valves, fittings, piping, hose or accessories shall be of a type approved for use with Liquefied Petroleum Gas.

Tents and canopies exceeding 240 square feet in area shall require a building permit based on plans submitted to the Department of Buildings and must be erected by a tent erector licensed by the city.

Storage of empty and spare full cylinders shall be in accordance with safety clearances established in Section 15-26-700 for open air assembly units.

Cooking appliances shall be approved for use with Liquefied Petroleum Gas.

4. Code Sections 13-84-230 13-84-270

Seating - Temporary seating in a place of assembly shall be secured together in units of not less than five (5) seats, and not more than fourteen (14) seats per row. A clearance of thirty-four (34) inches shall be required between rows of seats. Aisle space shall be a minimum of thirty-six (36) inches.

5. Code Section 15-4-950

Rubbish Containers - Sufficient metal containers with metal covers shall be provided for the storage of combustible rubbish or spent charcoal.

6. Code Section 15-24-310

Flammable liquids or highly flammable materials shall not be stored within or in the area of any tent, booth or canopy used for the cooking or vending of any food.

7. Code Section 15-4-970

Rubbish shall not be allowed to accumulate in or adjacent to any tent or booth. All rubbish shall be stored in metal containers with metal covers.

8. Code Section 13-160-070

Tape edges and seams of tarpaulins used to cover artificial turf so it will not move or cause someone to trip on seam or edge in an emergency.

**IN CASE OF EMERGENCY
DIAL 9-1-1**

ADDITIONAL RECOMMENDATIONS

1. Electrical cords should be taped down and multiple outlets are recommended. Avoid overloading and prevent rain water or any other liquids from coming into contact with electrical equipment. Cords should be a safe distance from heat producing appliances and propane.
2. Fire lanes for Fire Suppression or Emergency Medical Services vehicles are recommended. Make certain that vehicles are not blocking access to fire hydrants.

3. What to do prior to the arrival of an ambulance:
 - a. Stay calm and reassure patient.
 - b. Avoid any patient movement.
 - c. Protect patient from the weather.
 - d. Relate any medical information to the Paramedics.
 - e. Clear a pathway for the Paramedics.
 - f. Give a street location and have someone meet the Paramedics to guide them to the victim.

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4. Basic C.P.R. and First Aid courses are recommended for staff members.
5. Fire safety literature is available upon request.

NOTE: All Fire Department vehicles are IN-SERVICE and will respond to other alarms.
Contact the American Red Cross at 440-2239 to arrange for a First Aid Station.

Any other questions should be directed to:

**CHICAGO FIRE DEPARTMENT
Bureau of Fire Prevention
Headquarters Section
444 North Dearborn Street
Chicago, IL 60610-4667
(312)744-4762**

HAVE A GREAT SUMMER IN CHICAGO!!!

Nicholas Russell
Deputy Fire Commissioner
Bureau of Fire Prevention

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FIRE PREVENTION REGULATIONS FOR CHICAGO OUTDOOR FESTIVALS

