



## FIRE PREVENTION STANDARD

### CEREMONIAL OPEN FLAME REQUIREMENTS

#### **SCOPE**

This standard applies to the requirements for ceremonial open flames as permitted when approved by the enforcing agency per California Code of Regulations, Title 19, Division 1, §3.25(a) and (b).

#### **BACKGROUND**

California Code of Regulations, Title 19, Division 1, §3.25(a) and (b) states the following:

*(a) Open flame devices shall be prohibited in every Group A, E, R-2.1, R-3/.1 and R-4 Occupancy.*

***Exceptions:***

*(1) Fuel burning elements of approved appliances shall not be considered as open flame devices.*

*(2) Upon approval of the enforcing agency, open flame devices may be used under the following conditions.*

*(A) When necessary for ceremonial or theatrical purposes under such restrictions as may be deemed necessary to avoid danger of ignition of combustible materials or injury to occupants.*

*(B) In approved and stable candle holders on individual tables of dining establishments.*

*(b) Under no circumstances shall hand held open flame devices such as exposed candles be permitted for any purpose in any occupancy within the scope of California Code of Regulations, Title 19, Division 1 regulations.*

This standard was developed to provide the requirements for obtaining an open flame device permit for ceremonial purposes.

#### **PERMIT REQUEST**

1. A permit is required for every individual open flame ceremony type event. Permit applications must be completed and submitted a minimum of 3 weeks before the ceremony event.
2. Staff will review the permit application to determine if the request will be approved or denied. The following items shall be submitted with the application:
  - a) Location of ceremony
  - b) Date and time of ceremony
  - c) Types of open flame device being used (including fuel source and container). Provide a description, image, and other supporting documentation for the proposed open flame application.
  - d) Number of participants attending the event
  - e) Fire Alarm system in the ceremony event area
  - f) Smoke or heat detection in the ceremony event area
  - g) Fire Sprinkler system in the ceremony event area
  - h) Floor plan showing room configuration, event set-up, and exits

3. Permit applications shall be submitted by the property owner/manager hosting the event, not the individual renting the event space.
4. Permits are issued to the property owner/manager hosting the event, not the individual renting the event space.
5. The ultimate responsibility for compliance with these provisions shall be the responsibility of the property owner/manager.
6. Failure by a property or event center to comply with these provisions shall result in a suspension of future permits for ceremonial open flames.
7. Additional requirements may be required for venues that contain fire alarm systems.
8. Nothing contained herein shall be deemed to preclude the Fire Chief from refusing to issue a permit when in the interest of public safety.
9. To submit an Application for Permit, visit <https://firedepartment.geocivix.com/secure/>. Click on Submit Application and select Special Permits for Application Type.

### **GENERAL REQUIREMENTS**

1. No person under the age of 16 will be allowed to light a candle or open flame.
2. Candles or open flame devices must be under constant supervision and shall not be unattended while burning.
3. Candles or open flame devices shall be lit only during the ceremony.
4. Open flame device shall be secured and stable to avoid tipping.
5. Open flame shall not extend more than 2 inches beyond the top of the container.
6. Open flame device shall not be hand-held by any person.
7. Open flame device shall not be located in aisles or exit paths.
8. Open flame devices must not be used in close proximity to active heat and smoke detectors or sprinkler heads in such a way that the heat or smoke might activate the devices.
9. No combustible materials shall be within 4 feet horizontally or 8 feet vertically.
10. During the ceremony, an individual affiliated with the property owner/manager (who is not a participant in the event) shall be assigned to keep a fire watch and shall have a fire extinguisher present. The fire watch shall be present when the event begins and until all open flames are extinguished and have stopped burning. The individual shall have no other responsibility during the fire watch and shall be trained in the use of a fire extinguisher.
11. Fire & Life Safety Systems such as fire alarm and fire sprinkler systems shall not be altered or impaired at any time unless authorized by the Fire District. Authorization will be noted on the permit.
12. Open flames shall be immediately extinguished properly at the conclusion of the ceremony.
13. After extinguishment, open flame device shall be placed in a non-combustible pan containing at least one-half inch of water to cool.
14. After the device is completely cooled, it shall be removed from the premises.

### **SUBMITTING AN APPLICATION**

1. To submit an Application for Permit, visit <https://firedepartment.geocivix.com/secure/>. Click on Submit Application and select Special Permits for Application Type.