



CITY OF MANVEL
FIRE MARSHAL'S OFFICE
INSPECTIONS * INVESTIGATIONS
20025 Hwy 6 Manvel, TX 77578
(281) 489-0630 Fax (281)-498-0634



Special Events, Exhibit and Tradeshow Events International Fire Code (IFC) 403 404

Purpose for Approval

To confirm that special events, exhibit and tradeshow events do not adversely affect minimum life and safety standards within hosting facilities.

Application for Approval

Fire Marshal approval for Special Events, Exhibit and Tradeshow Events shall be required for all events that will modify the existing layout within a host facility or introduce materials that increase the level of hazard.

Event Hosting Facilities

Common event hosting facilities are assembly areas with or without fixed seating intended for the gathering of persons for various functions and activities. This includes convention centers, arenas, hotel ballrooms, large conference rooms, event spaces within buildings, or any other A-3 occupancy as defined by IFC.

Level of Hazard

The level of hazard may be increased when changes are made to a host facility's layout that affect life and safety systems and components and/or hazardous or highly flammable materials are presented into an area.

Approvals and Inspections

Approvals shall be required for all special events, exhibit and tradeshow events taking place within event hosting facilities (as defined above) that will alter the host facility's existing condition or increase the current level of hazard. Applications for approvals must be requested *at least 3 business days prior* to the event. An approved Fire Inspection by the Fire Marshal's Office is required for the event.

Approval Submittal Requirements

The following information is required for all approvals:

1. Event Name
2. Event Address (include floor(s) and/or suite(s))
3. Event dates and times
4. Expected attendance for the event.
5. Date and time the event set up will be completed and available for inspection. (After hour inspection fees *may be required* for events set up outside of normal business hours.)
6. Billing and contact information (Name, Business, Phone number and Email Address)

Forward the above to information:

- City of Manvel Permits Department- permits@cityofmanvel.com

Hazardous Materials and Activities:

The following or similar effects and materials will not be introduced or take place during the preparation or time of event *without Fire Marshal approval*

- The use of any hazardous or highly flammable materials (Classified by the IFC)
- Pyrotechnics
- Flame effects
- Open flames or cooking
- Hazing (smoke machines)



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Obstructions to Fire Protection Equipment:

- No obstructions will be within 18-inches of sprinkler head deflectors
- Drapes, curtains, displays, booths, etc. will not visibly block or obstruct fire cabinets, fire extinguishers, fire alarm pull stations, fire alarm audio/visual devices, fire department hose connections, or any other life and safety system.
- All curtains, drapes, hangings and other decorative materials installed will have documentation of compliance for flame resistance per NFPA 701 and the IFC on site.

Exits:

- All existing exit signage is easily visible from any location within the event
- Existing exits will not be blocked, obstructed, or visibly covered
- Exit corridors (including service corridors) will not be used for storage or event staging

Vehicles

All vehicles located indoors shall comply with IFC 314.4

Electrical Equipment

All electrical equipment will be grounded and safeguarded. If electrical equipment cords will be placed across walking paths, approved protective ramps will be required.

Requirements for Plans Submittal:

Floor plans (*all floors' plans must be dimensioned and scaled*)

1. Provide the following information
 - a. Name of event
 - b. Location of event (Building, rooms, corridors, lobby, pre-function, etc.)
 - c. Estimated attendance of event
2. Label and dimension the following on floor plans
 - a. Pre-function and/ or lobby areas
 - b. Location of structural elements within the event space including temporary walls
 - c. Location of existing exit doors, exit stairs, and exit corridors within the event space
 - d. Location of booths, partitions, displays, stages, tables, etc. to be setup for the event
 - e. Location of curtains, drapes, and or other decorative material associated with the event
 - f. Location of cooking activities, cooking equipment, fixed kitchens, catering services associated with the event
 - g. Location for equipment storage associated with the event
 - h. Location and arrangement of fixed seating to be setup for the event
 - i. Location of existing life and safety systems and equipment
 - i. Exit signs
 - ii. Fire extinguishers, fire hose cabinets
 - iii. Fire alarm pull stations, fire alarm audio/visual devices
3. Indicate if any special effects, performances, and/or similar acts to take place
 - Pyrotechnics, flame effects, open flames, smoke machines, etc.

Code References:

All code information and references refer to the 2021 International Fire Code with the City of Manvel Amendments