

# WASHINGTON DC FIRE & EMS DEPARTMENT

## FIRE PREVENTION DIVISION— GENERAL ORDER



<b>Subject: Open Flame</b>	<b>General Order: 607</b>
<b>Section: Plans and Permits Branch</b>	<b>Date of Issue: October 1, 2009</b>
<b>Authority: DCMR 12, Chapter 12H, Section F-107H Fire Prevention Code Supplement</b>	<b>Date of Expiration: Until Removed</b>

### I. SCOPE

The information contained in this document is intended for all applicants making application to the DC Fire & EMS Department Fire Prevention Division for open flame permits.

### II. PURPOSE

The intent of this general order is to standardize the process for receiving and processing requests for operational permits for open flames.

### III. DEFINITIONS

Open Flame- Flames which are unrestricted. This includes; candles, theatrical performances, charcoal cooking, LP burners (grills, cookers, burners), lanterns, torches for removing paint, flaming foods, and the like.

### IV. POLICY

The policy of the Fire Marshal's Office is to handle requests for operational permits for open flame and open flame devices in the most efficient and courteous manner possible and without delay, while ensuring the safety of the public, operators, and inspectors and in accordance with all applicable laws, codes and standards.

### V. PROCEDURE

Open flame can take many forms. For assembly activities, an open flame can be as simple as a candle in a theatrical production or as complex as lycopodiums flame machines at concerts. Grills are the most commonly permitted activity at special events.

#### A. Assembly (IFC Chapter 3, NFPA 160)

1. All completed permit applications and a check or money order for the appropriate amount made payable to the DC Treasurer should be submitted in person in the Fire Marshal's Office. (Note: The application is available in the Fire Marshal's Office and online).

2. Documentation that the activity is properly permitted (DCRA, or other authorizing agency).
3. The plan for the use of flame effects shall be submitted in writing or other form acceptable to the Fire Marshal. The plan shall include the following:
  - a. The name of the person, group, or organization responsible for the production.
  - b. The dates and times of the production
  - c. The location of the production
  - d. The design criteria shall take into account:
    - (1) Ventilation (Where ventilation air is used to exhaust the products of combustion of a flame effects device, a means should be provided to prevent fuel flow in the event that the source of ventilation air is interrupted.)
    - (2) Clearance to combustibles
    - (3) Egress
    - (4) Environment
    - (5) Fire protection
    - (6) Life safety provisions
    - (7) Intrusion (security)
  - e. The flame effect classification
  - f. A site plan showing the following:
    - (1) A narrative description of the flame effect
    - (2) The location of flame effect devices to be fired and their controls and control sequence
    - (3) The area affected by the flame effect device
    - (4) The location of the audience
    - (5) The fuels used and their estimated consumption
    - (6) Air for combustion and ventilation for indoor effects
    - (7) Flammable materials piping
    - (8) Storage and holding areas and their capacities
    - (9) Supplemental fire protection features
    - (10) Emergency response procedures
    - (11) Means of egress
  - g. A current material safety data sheet (MSDS) for the materials (fuels) consumed in the flame effect
  - h. Documentation that the combustible materials used for construction of the flame effects have been rendered flame retardant
  - i. The name of the effect operator
4. Permits will be issued after a satisfactory site inspection, where required.

**B. Special Events (IFC Chapter 3 and 24)**

1. All completed permit applications and a check or money order for the appropriate amount made payable to the DC Treasurer should be submitted in person in the Fire Marshal's Office. (Note: The application is available in the Fire Marshal's Office and online).
2. Documentation that the activity is properly permitted (DCRA, or other authorizing agency).
3. The requirements for open flame/grilling:
  - a. That it must not take place under a canopy.
  - b. That a fire extinguisher must present (minimum 2-A:10-B:C)
3. Permits will be issued after a satisfactory site inspection, where required.

Note: All questions relating to open flame permits shall be forwarded to:

**District of Columbia  
Fire & Emergency Medical Services Department  
Fire Prevention Division  
1100 4<sup>th</sup> Street SW Suite E700  
Washington, DC 20024  
(202) 727-1614**