



Windsor Township Emergency Services Fire Permit Plan/Diagram – Quick Reference

Note: Your plan/diagram should be submitted with your Permit Application no later than 30 calendar days prior to the intended beginning of the activity with all fees paid at time of application.

General Items to be identified on the Plan/Diagram:

- Legend: explaining all symbols and identifying North & plans shall be to scale
- Entry point for the event
- Location of all exits
- Location of Fire Alarm Pull Stations
- Location of Portable Fire Extinguishers or Fire Extinguisher Cabinets
- Clear Aisle ways that lead to exits
 - Minimum width of Aisle way is 9 feet
- If outside event:
 - Location of Fire Hydrants
 - Location of Fire Lanes
 - Any areas that will be blocked off
- Booth dimension
 - If booth is going to be covered,
 - how big of an area
 - Covered booths need to be 10 feet apart
- Location of any electrical wiring and how it is secured from trip and fire hazards
- Clear distance of 20 feet is required around all exit doors
- Displays, booths and etc. cannot block any exit doors, fire alarm manual pull stations or fire extinguisher cabinets

Vehicles for Display Information:

- Dimension of the display area
- All fuel tanks openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gallons of fuel, whichever is less
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall be taped
- Batteries used to power auxiliary equipment are permitted
- Fueling or defueling of vehicles are prohibited
- Vehicle shall not be moved during exhibit hours

Stage Information:

- Dimension of the stage and height
- Dimension of any barricades surrounding the stage
- Dimension of any area designated for sound, lights & camera (Front of House - F.O.H.)
- Location of any electrical wiring and how it is secured from trip and fire hazards
- Location of entry / exit from the stage area

Cooking and Food Warming Devices Information:

- Dimension of the cooking area
- Gas-Fired devices shall comply with the following:
 - Natural Gas-fired devices shall be protected from being hit or damaged
 - The use of LP-cylinders are limited to non-refillable cylinders only
 - The devices shall be isolated from the public by not less than 48 inches or by a barrier between the devices and the public.
 - The devices must have some method of being secured
 - Additional cylinders shall be secured from falling and reach of the public.
- Multi-well cooking equipment using combustibles oils:
 - Contact the Emergency Services Department for approval
- Single-well cooking equipment using combustible oils:
 - The equipment shall have lids available for immediate use
 - The equipment shall be limited to 2 ft² of cooking surface
 - The equipment shall be placed on noncombustible surface material
 - The equipment shall be separated from each other a horizontal distance of not less than 24 inches
 - The equipment shall be kept at a horizontal distance of 24 inches from any combustible material
- A portable fire extinguisher, class “K”, shall be maintained in the area of the cooking and warming devices

Seating Information:

- Dimension of the seating areas
- Secured Seating:
 - Chairs may be fastened together in groups of not less than 3
- Unsecured Seating:
 - May be used if approved by the Emergency Services Department
- Clear Aisle ways that lead to exits
 - Minimum width of Aisle way is 9 feet
- Rows of seating served by aisles or doorway at both end shall not exceed 100 seats per row
- Aisle ways between the seat rows shall be a minimum of 12 inches, clear width, but not exceed 22 inches
- Seating diagrams shall be submitted for approval

Tables and Chairs Information:

- Dimension of the seating areas
- The width of aisles serving seating at tables shall be not less than 44 inches
- Table and chairs layouts shall be submitted for approval

Any questions, please contact the Windsor Charter Township Emergency Services, Fire Prevention Division at 517-646-0893

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