

REDMOND FIRE & RESCUE



Guidelines for Fairs, Trade Shows, Carnivals, or Common Venue Events Including Temporary Public Assembly Uses on Agricultural Property

**This guide is intended to provide assistance in the application of the fire code
in all areas served by Redmond Fire & Rescue.**

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AUTHORITY AND SCOPE

Redmond Fire & Rescue has elected to administer and enforce the Oregon Fire Code under the authority granted to us by ORS 476.030. The Oregon Fire Code is the International Fire Code, 2024 Edition, as published and copyrighted by the International Code Council, which has been amended and adopted by the Oregon State Fire Marshal's Office. In order to further the Oregon State Fire Marshal's goal of promoting fire code consistency throughout the state.

Redmond Fire & Rescue has prepared this guide to provide good faith guidance to applicants, contractors, business owners, and the public on local interpretations and practices that are considered to be in compliance with the Oregon Fire Code. The intent is to clarify aspects of the code that are vague or non-specific by addressing selected issues under normal conditions. This guide does not create or replace code provisions. The reader is cautioned that the guidance detailed in this guide may or may not apply to their specific situation, and that Redmond Fire & Rescue retains final authority to determine compliance.

The information in this document is intended to assist applicants in attaining compliance and to ensure that privately owned roadways identified for emergency response will be available for use at all times.

DISPUTE RESOLUTION PROCESS

Any person seeking an adjustment or variance to the Fire Code, or who believes they have been adversely affected by an action of the District or its officers in interpreting or enforcing the Fire Code, may file an appeal.

HELPFUL LINKS

Oregon Fire Code

[2025 Oregon Fire Code | ICC Digital Codes](#)

[\(iccsafe.org\)](http://iccsafe.org)

Oregon Building Code (Oregon Structural Specialty Code):

[2025 Oregon Structural Specialty Code | ICC Digital Codes \(iccsafe.org\)](#)

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This guide outlines the fire safety requirements found in the 2025 Oregon Fire Code. Redmond Fire & Rescue is committed to ensuring safety for all vendors and participants at community events and has created this guide for your use. Utilizing information in this guide will help you host an organized event with minimal last-minute disruptions to correct code violations.

This guide summarizes fire safety requirements to be used by event promoters and/or permit applicants. This guide is a tool to be used by an event planner to prepare your Fire Code Permit Application and to advise vendors of the fire safety requirements for the event. In Redmond Fire & Rescues review of the permit application you may be advised of necessary additions and/or requirements that must be met before the event occurs. All events must comply with the applicable requirements in this guide.

The 2025 Oregon Fire and Building codes apply to all events permitted or unpermitted.

General Requirements

Permits: An operational permit may be required by Redmond Fire & Rescue. Permit fees and code compliance conditions are required prior to issuance of a permit. Contact Redmond Fire & Rescue's Fire & Life Safety Division regarding specific permits, conditions, and fees (OFC 105.5.16).

When is an Operational Permit required?

A permit is required when any of the following* are proposed to operate:

- ASSEMBLY (Outdoor Event with more than 500 People)
- CARNIVAL
- FAIR
- EXHIBITION
- TENT OR CANOPY (Greater than 1,000 Sq Ft)
- FIREWORKS
- FIRE PERFORMANCE/FLAME EFFECT

*For definitions see page 6

How do I apply for a permit?

- Call the Fire & Life Safety Division at 541-504-5010 to find out if your event requires a permit.
- Permit applications can be obtained online at www.rdmfire.org
- **Permit must be applied for 30 days in advance of your event.**

When will I receive my permit?

- A member of the Fire & Life Safety Division will contact you to schedule an inspection prior to the opening of your event. There may be additional inspections conducted during the event to confirm continued compliance with conditions as approved.
- Once your inspection is complete and all deficiencies corrected you will be issued your Operational Permit. Your permit will only be valid during the dates listed on the permit. An extension of the permit may only be granted by request with possible additional inspections. Inspection fees for permit extension may apply.
- Your permit must be available on-site for the duration of your event.
- Any permit issued may be suspended or revoked by Redmond Fire & Rescue if the conditions of the permit have been violated OR any false statement or misrepresentation of information provided in the application or plans from which the permit issuance was based were made.

Definitions

Assembly: the temporary gathering of 50 or more persons for such purposes as deliberation, education, instruction, worship, entertainment, amusement, drinking, and/or dining. A permit is required at the discretion of the Fire Marshal.

Canopy: A canopy differs from a tent in that 75% of its sidewall space is open. Enclosing a canopy's sidewall creates a tent.

Carnival: a mobile enterprise principally devoted to offering amusement or entertainment to the public in, upon, or by means of temporary structures, rides, or any combination of both.

Cooking: includes the use of mobile food units, open flame cooking tops, fryers, skillets, kettles, woks, microwaves, ovens, barbeques, warming trays using open flames, and other specialty cookware.

Covered Booth: An exhibit that has an obstruction placed over the exhibit above floor level that resembles a roof, canopy, tent, or other obstruction, other than vertical signs or banners.

Exhibition: an event in which the display of products or services is organized to bring together the provider and user of the products or services.

Fair: an enterprise principally devoted to the exhibition of products of agriculture or industry in connection with the operation of amusement rides or devices, or concession stands.

Flame Effect Device: Group I flame effect devices are defined as hand-held burning torches, burning batons, fire rings, fire poi, fire spinning, cigarette lighters, candles, matches, and other effects that impart the illusion of danger to a performer.

Multiple-Level Booth: An exhibit that has a second level or tier constructed on top of the exhibit or portion of the exhibit that is open to the public, or includes a live load above the exhibit area floor level.

Occupancy Load: the maximum number of people permitted inside an area.

Outdoor Event: a temporary gathering of 500 or more people for such purposes as circus, carnival, tent show, theater, skating rink, dance hall, fair, or other place of assembly in or under which people gather for any purpose.

Tent: a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner other than air.

Public Safety Plan

Redmond Fire & Rescue will require the creation of a public safety plan when an outdoor event will have more than 500 persons in attendance and has the potential to have an adverse impact on public safety through diminished access, to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety. (OFC 403.11.2)

The public safety plan, where required by Section 403.11.2, shall address such items as;

1. Emergency vehicle ingress and egress
2. Fire protection
3. Emergency egress or escape routes
4. Emergency medical services
5. Public assembly areas
6. The directing of both attendees and vehicles, including the parking of vehicles
7. Vendor and food concession distribution
8. The need for the presence of law enforcement
9. The need for the presence of fire and emergency medical services personnel
10. The need for a weather monitoring person
11. The need for a crowd crush prevention and response plan
12. Where events involve a gathering of more than 1,000 people, trained crowd managers shall be provided.

Site plans. A site plan shall be submitted for review and approval (OFC 404.2.2). A site plan shall include the following:

1. Fire department access roads and radiuses (fire lanes).
2. Parking plan.
3. Fire protection features such as fire hydrants, fire department connections, standpipes, and other firefighting water supplies.
4. Fire alarm panel location and alarm coverage.
5. Physical structures.
6. Stages and platforms.
7. Temporary structures (tents, booths, mobile units).
8. Fences, cages and barriers.
9. Vehicle layout (for vehicle displays)
10. Aisles, exits and egress points.
11. Exit signs and egress lighting.
12. Seating and table configurations.
13. Location, size, and identification number of exhibits, booths, cooking booths, and other display spaces.
14. Location and width of all stages, platforms, physical structures, fences, exit doors, aisles in large exhibitor areas, and the main event aisle ways.
15. Fire extinguisher placement.
16. Location of LP and/or compressed gas cylinders.
17. Location of dumpsters and waste receptacles.
18. Designated "Smoking Areas".
19. Fire performance areas.

Indoor Trade Shows

Multiple-Level Booths

Construction documents for all multiple-level booths shall be stamped by a registered design professional and be submitted with the permit application to the fire code official. (OFC N105.1)

Upper levels of multiple-level booths with an occupant load greater than 10 persons shall have not fewer than two exits or exit access that are separated in accordance with Section 1007.1.1 of the Oregon Fire Code. (OFC N105.3)

An approved automatic sprinkler system in accordance with Section 903.3.1.1 shall be provided in multiple-level booths exceeding 400 square feet in floor area per level. (OFC N105.4)

Each multiple-level booth with a floor area exceeding 120 square feet on any level shall be provided with an approved fire alarm system in accordance with Section 907.2 of the Oregon Fire Code. (OFC N105.6)

Covered Booths

An approved automatic sprinkler system in accordance with Section 903.3.1.1 shall be provided in covered booths exceeding 100 square feet in floor area per level. (OFC N106.1)

Each covered booth with a floor area exceeding 120 square feet on any level shall be provided with an approved fire alarm system in accordance with Section 907.2 of the Oregon Fire Code. (OFC N106.2)

Fire Alarm Pull Stations and Horn Strobes

Displays shall not be set up so as to obstruct fire alarm pull stations or fire alarm horn strobe devices. Vendors will be asked to remove display items or shift displays if items are found to be blocking fire alarm pull stations or fire alarm horn strobe devices.

Display of Vehicles, Boats or other Motorcraft

The display of liquid-or gas-fueled vehicles, boats or other motor craft indoor trade shows and exhibition areas shall comply with Section 314.4 and N107.3.1 through N107.3.3 of the Oregon Fire Code. (OFC N107.3)

Liquid-fueled or gaseous-fueled vehicles, aircraft, boats, or other motor craft shall not be located indoors except as follows: (OFC 314.4)

1. The engine starting system is made inoperable or ignition batteries are disconnected except where the fire code official requires the batteries remain connected to maintain safety features. Exception: electric hybrid vehicles.

2. Fuel in fuel tanks does not exceed any of the following:
 - 2.1 Class I, II and III liquid fuel does not exceed one-quarter tank of 5-gallons, whichever is less.
 - 2.2 LP gas does not exceed one-quarter tank or 6.6 gallons, whichever is less.
 - 2.3 CNG does not exceed one-quarter tank or 630 cubic feet, whichever is less.
 - 2.4 Hydrogen does not exceed one-quarter tank or 2,000 cubic feet, whichever is less.
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, aircraft, boats, or other motorcraft equipment are not fueled or defueled within the building.

Vehicles, boats or other motor craft shall not be located in such a manner that they obstruct a means of egress. (OFC N107.3.3)

Cooking

Cooking operations shall be prohibited within mobile food units inside a building. The use of portable propane cooking appliances inside a building is prohibited. Demonstration cooking is allowed using induction heating plates.

Portable Electric Cooking Appliances

Portable electric cooking appliances shall be plugged directly into an approved receptacle or connected to a powerstrip rated at 20 amp (2400 W). The 20 amp powerstrip **cannot** be plugged into a 15 amp circuit.

Portable electric cooking appliances shall not be plugged into extension cords.

Mobile Food Units

The use of mobile food units within a building is prohibited. (OFC 4106.2.5)

Means of Egress

The means of egress shall be free from obstructions that would prevent its use. (OFC 1032.3)

Aisles and corridors within the exhibit areas shall be kept free of obstructions when the public is present. Storage of any kind in aisles or corridors within the exhibit area is not permitted. (OFC N108.3)

The minimum aisle width shall be 42 inches for all level walking areas. (OFC 1030.9.1 (4))

The egress width of the exit doors shall not be reduced.

Candles, Open Flames

Candles, heaters, and other open flame devices add ambience and comfort to a special event but must be used with extra caution. Listed below are safe permitted uses of candles, heaters, and open flames.

- Candelabras shall be secured in place and located away from exits, combustibles and people.
- Handheld candles shall not be passed from one person to another while lit.
- Flammable liquid (canned heat) used for food preparation is limited to 1 oz. containers or 1-quart containers with a controlled pouring device that limits flow to 1 oz. serving.
- If food preparation is being done at a table where guests are seated, a wet towel must be readily available to smother a possible fire or cool a burn.
- Use approved liquid or solid fuel non-spill containers for decorative lighting. Secure to prevent overturning. Decorative shades must be non-combustible.
- Butter warmers on tables shall be secured to prevent from tipping over.

Flame Effect Devices (Fire Performance)

The use of flame effect devices before an audience requires a special permit from Redmond Fire & Rescue. **This permit must be requested 30 days prior to any event.**

Electrical

Safe use of electrical cords will keep your event's power need running without interruption. For examples of approved cords please see Appendix I. The following are specific requirements for the use of extension cords and power strips/taps:

- Residential type (small gauge cord) extension cords are not allowed to be used. Extension cords shall be a minimum 14-gauge, three conductor size with polarized or grounded plug and receptacle.
- Home-made or spliced cords are not to be used.
- Extension cords may be used when plugged directly into the outlet. Chaining of cords or powerstrips is prohibited.
- Multi-plug adapters (i.e., cube adapters) are not allowed in commercial or temporary occupancies.
- Relocatable power taps may be used when plugged directly into an outlet and equipped with a built-in circuit breaker.
- Extension cords used outdoors must be plugged into a GFCI protected outlet.
- Protect cords if they will be subject to foot traffic or unusual weight or tension. Cords may be protected by plastic (office style) cord covers or wood constructed (ramp style). Duct tape

may be used to secure a cord if it is placed perpendicular across the cord, not horizontally covering the cord.

- Decorative lighting may be used according to manufacturer's specifications.

An electrical permit is required if temporary electrical service or equipment is installed. Contact the building department for electrical permit information.

Outdoor Shows

Outdoor shows that will have more than 500 people are required to create and provide a public safety plan. See requirements under Public Safety Plan.

Outdoor shows shall include a circus, carnival, tent show, theater, skating rink, dance hall, fair, or other place of assembly in or under which people gather for any purpose.

A detailed site plan shall be provided for all outdoor shows. See Site Plan section above for required information.

Fire Department Access

Fire apparatus access road shall be provided for every building or portion of a building, tent, or membrane structure.

Access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches.

Fire apparatus access road shall not be obstructed in any manner, including the parking of vehicles.

Fire Protection Water Supplies

Unobstructed access to fire hydrants and fire department connections (FDC) shall be maintained at all times. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants. Fire hydrants and FDC's shall not be blocked using, bike racking, fencing, or any other means.

Crowd Managers

Where events involve the gathering of more than 1,000 people, trained crowd managers shall be provided. Crowd managers shall be trained in crowd crush. At the discretion of the Fire Marshal proof of training shall be provided.

Smoking

Smoking shall only be permitted in designated areas. Other areas shall have approved “No Smoking” signs conspicuously posted and maintained.

Tents and Membrane Structures

Anchoring

Tents and membrane structures shall be properly anchored to withstand the elements of weather and prevent collapsing.

Water-filled vessels shall be permitted to be used with tents and membrane structures when in accordance with the manufacturer’s load specifications.

Egress

Means of egress shall be in accordance with Sections 3103.11.1 through 3103.11.8 of the Oregon Fire Code. Each tent and membrane structure will be reviewed on an individual basis to determine the number of required exits, exit signs, exit width, and occupant load.

Floor plan

For tents or membrane structures 1,000 square feet or larger shall be provided with a floor plan. The floor plan shall contain the following information;

- 1) Exits and exit widths
- 2) Seating capacity
- 3) Arrangement of the seating
- 4) Location and type of heating equipment
- 5) Location of LP gas containers
- 6) Location of fire extinguishers
- 7) Location and type of exit signs
- 8) Location and sizes of stages
- 9) Location and sizes of dance floors
- 10) Location of generators
- 11) Type of anchoring proposed (spikes, water-filled container, concrete blocks, etc.)

Flame Propagation Certificate

A certificate shall be provided by the product manufacturer to verify that the materials have been tested and certified. The certificate shall indicate that the floor coverings, tents, membrane structures, sidewalls, drop, tarpaulins are composed of materials meeting the flame propagation performance of Test Method 2 of NFPA 701.

Every tent and membrane structure shall have a permanently affixed label bearing that the fabric or materials meets the requirements of Section 3104.2 of the Oregon Fire Code.

Combustible Materials

Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy. Sawdust or shavings utilized for a public performance or exhibit shall not be prohibited provided that the sawdust and shavings are kept damp.

Candles, Open Flames

Candles, heaters, and other open flame devices add ambience and comfort to a special event but must be used with extra caution. Listed below are safe permitted uses of candles, heaters, and open flames.

- Candelabras shall be secured in place and located away from exits, combustibles and people.
- Handheld candles shall not be passed from one person to another while lit.
- Flammable liquid (canned heat) used for food preparation is limited to 1 oz. containers or 1-quart containers with a controlled pouring device that limits flow to 1 oz. serving.
- If food preparation is being done at a table where guests are seated, a wet towel must be readily available to smother a possible fire or cool a burn.
- Use approved liquid or solid fuel non-spill containers for decorative lighting. Secure to prevent overturning. Decorative shades must be non-combustible.

Heaters

Only electrically powered portable heating equipment with high limit/tip-over protection may be used in buildings, tents, and canopies.

Patio/umbrella type heaters (propane or electric) are allowed for outside venues as long as they maintain clearance from combustibles per listing and are secured to prevent tipping. Must be located at least 5 feet from buildings and exits or exit discharges.

See Guidelines for Use of Heaters in Tents, Membrane Structures and Patios.

Flame Effect Devices (Fire Performance)

The use of flame effect devices before an audience requires a special permit from Redmond Fire & Rescue. **This permit must be requested 30 days prior to any event.**

Fire Extinguishers

Portable fire extinguishers shall be provided and placed in locations as required by the fire code official.

Cooking Tents

LP-gas Containers (Propane)

Propane gas containers and tanks shall be located 5 feet outside of any tent or membrane structure. Pressure relief devices shall be pointed away from the tent or membrane structure.

Portable propane containers and tanks shall be secured to prevent unauthorized movement.

Fire Extinguishers

Portable fire extinguishers are required at all events. A fire extinguisher is an effective means to extinguish a small fire but must only be used by a person who is confident in their abilities to use it safely and effectively. Most commercial buildings will have fire extinguishers distributed throughout however additional ones may be required depending upon your event use of the building. Note fire extinguisher locations on your site plan when applying for permit. Meet the extinguisher requirements for your type of event. To provide adequate fire extinguisher coverage the following must be met:

- At least one minimum 2A: 10 BC portable fire extinguisher must be provided.
- A minimum 4A: 40 BC extinguisher is required if an open flame and/or cooking will be present. The extinguisher must be located within 30 feet of the cooking activity.
- A minimum 3A: 40 BC extinguisher must be provided when a generator is in use. The extinguisher must always be in the vicinity of the generator when operating.
- Minimum 2A water extinguisher is required for solid fuel cooking, wood or charcoal.
- Extinguishers shall have a current service tag (serviced within the last 12 months).
- Place extinguishers adjacent to exits and/or in the paths of egress.
- Extinguishers must be in plain sight, mounted so that the top of the extinguisher is no higher than 4 feet above the floor.
- Booth operators should be aware of the locations of fire extinguishers.

- For OUTDOOR events the following matrix may be used to plan for an adequate number of extinguishers.

Portable Fire Extinguisher Requirements for Outdoor Events			
Type of Event	Extinguisher Placement Requirements		
Select the category that most resembles your event. If the category is not shown, contact Redmond Fire & Rescue	Maximum 75-foot travel distance to extinguishers	Maximum 50-foot travel distance to extinguishers	Event Promoter may opt to require each vendor or booth to have an extinguisher.
Carnival midways	X		X
Carnival rides	Every ride shall have at least one 2A: 10BC portable extinguisher		
Cooking booths using oil, any event	Cooking booths shall have at least one 4A: 40BC portable extinguisher. Deep fat frying or use of WOKs require a Type K extinguisher		
Fair midways	X		X
Fireworks	Every discharge area shall have at least one 2A 40BC extinguisher		
Street markets or fairs	X		X
Tents	X		X
Note: During the review of your permit application the reviewer may determine additional portable extinguishers are required.			

Mobile Food Units

Mobile food units shall comply with current Oregon Fire Code requirements. Where mobile food units produce grease laden vapors, they shall have a fire suppression system with documentation showing it has been serviced within the past 6 months. A current Class K fire extinguisher will also need to be in the cart- or they will not be allowed to operate.

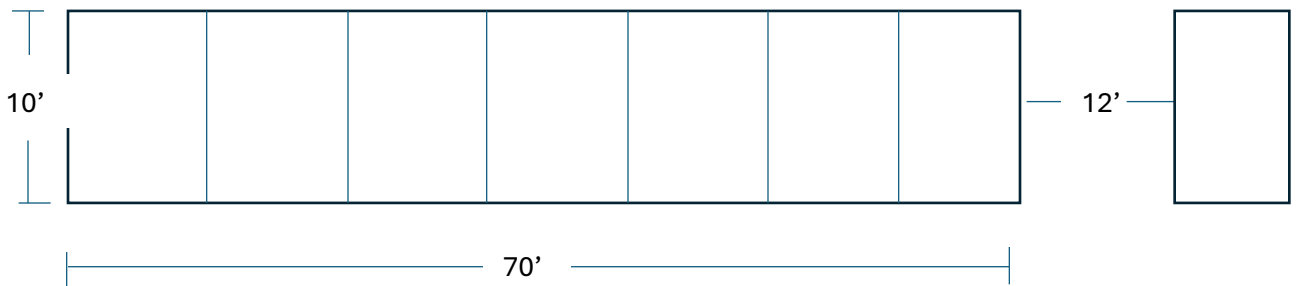
A valid operational permit from another jurisdiction will be recognized.

Separation of Cooking Tents

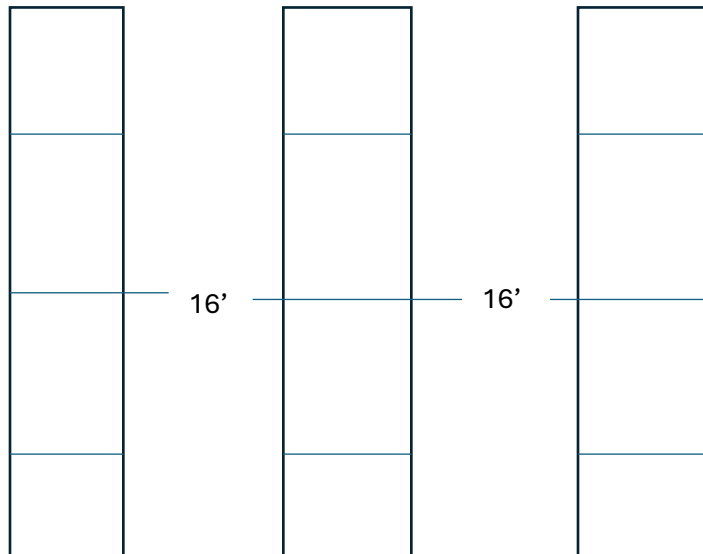
Tents with sidewalls or drops where cooking is performed shall be separated from other non-cooking tents or membrane structures by not less than 10 feet.

Groups of cooking tents shall be permitted to be placed side by side where the following conditions are met:

1. The area of the cooking tents has a maximum area of 700 square feet.
2. Each grouping of tents shall have a fire break clearance of at least 12 feet.
3. A fire access aisle separating rows of cooking tents has a minimum width of 16 feet clear.



The area of the cooking tents shall have a maximum area of 700 square feet.

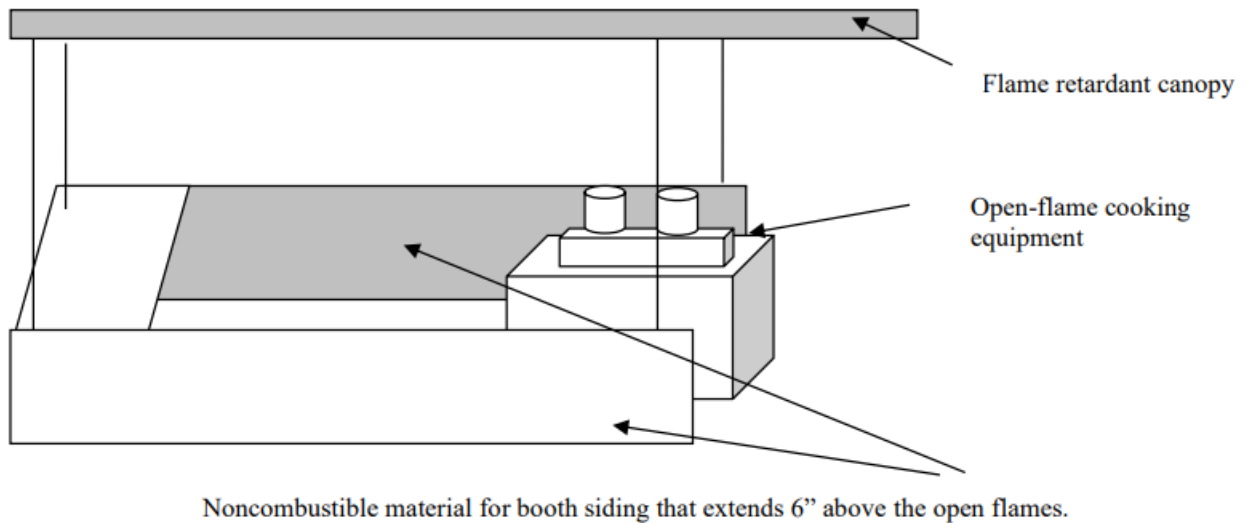


A fire access aisle separating rows of cooking tents shall have a minimum width of 16 feet clear.

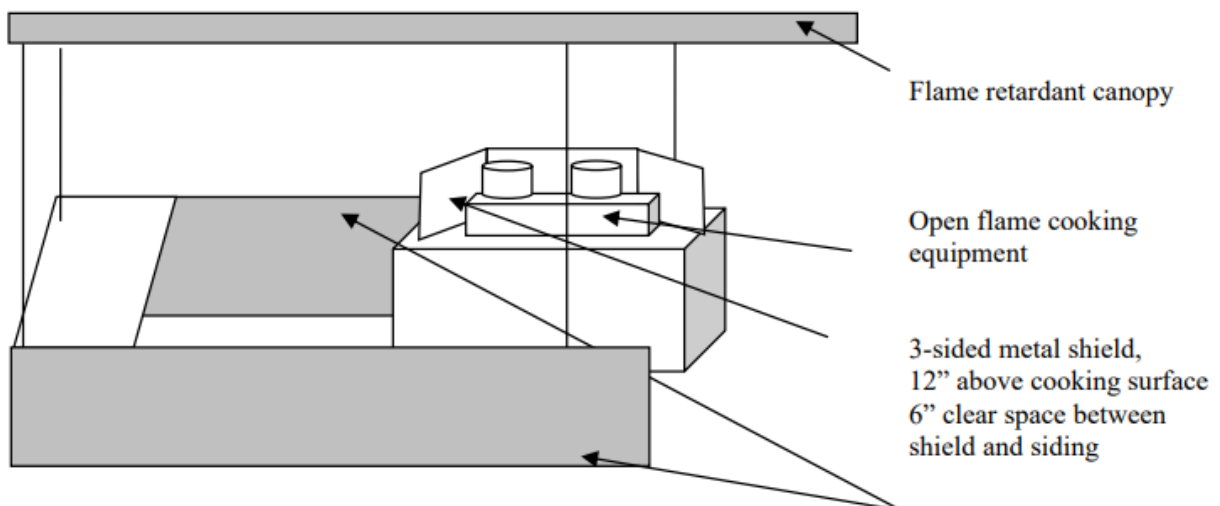
Cooking Booth Construction Examples

Below are examples of cooking booth construction and/or configurations that may be approved for use at special events. The size, design or appearance of examples is intended to represent cooking booth construction by concept only. Such options may be deemed safe and in compliance with the Oregon Fire Code.

Option 1: Open flame cooking with no frying or deep fat frying.

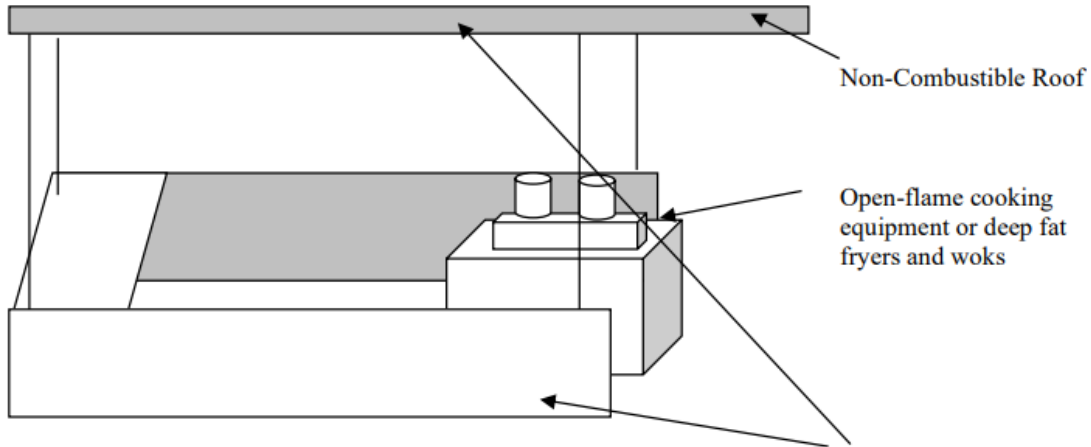


Option 2: Open flame cooking with no frying or deep fat frying.



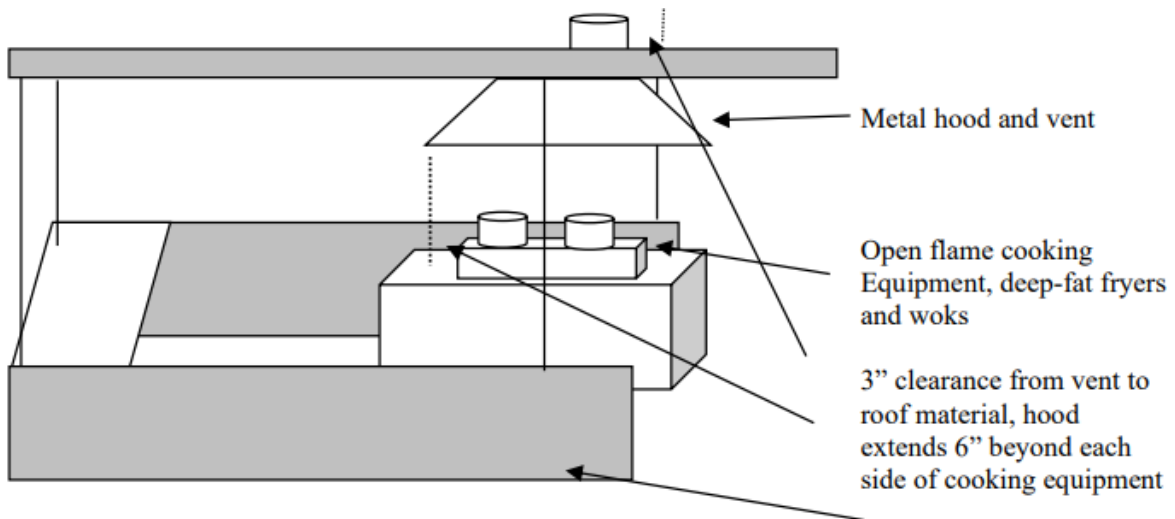
Refer to these drawings for additional configuration options for open flame equipment, deep fat frying, or the use of woks. If a booth is constructed with combustible materials, i.e., fabric, wood, plastic, etc. it cannot have open-flame equipment, deep-fat frying, or wok frying processes occurring under the booth covering or near its siding.

Option 3: Open-flame cooking or deep fat frying.



If the booth siding and top are made of noncombustible materials i.e., metal, cement board, sheetrock, etc. then open-flame, deep-fat frying or wok type equipment may be used inside booth. Booth framework may be constructed of wood.

Option 4: Open-flame cooking, deep fat frying and woks.



A booth can be made of fire retardant treated combustible material e.g., wood, fabric, etc. provided it:

1. Has a metal hood that vents at least 24" above the roof.
2. The hood extends at least 6" beyond the perimeter of the cooking equipment.

3. The hood vent has at least 3” clearance from the roofing material or a double-walled vent is used.

4. 12” clear space must be maintained between the cooking equipment and the sides of the booth unless the shield is used from Option 2 then 6” is permitted.

Option 5: Open-flame cooking, deep fat frying and woks.

