



# Monterey Park Fire Department

## Guideline for Assembly Occupancies Fire Clearance Requirements

### **PURPOSE**

It is the intent of this guideline to provide minimum requirements to operate a place of assembly. A place of assembly is an occupancy of 50 or more gathered together for education, worship, entertainment, drinking, or dining establishments.

### **SCOPE**

This guideline shall apply to all assembly occupancies required to have a permit within the jurisdiction of the Monterey Park Fire Department. It is intended to provide a safe environment for patrons, business owners and employees of establishments serving 50 or more in a place of assembly.

### **REQUIREMENTS**

The Monterey Park Fire Department requires a fire clearance inspection to be scheduled and completed. To schedule an appointment, contact the Fire Department Fire Prevention Division at 626-307-1308.

### **GENERAL**

- Approved numbers or addresses shall be placed on all buildings or suites as to be plainly visible.
- All occupancies with exterior entrances shall provide a Knox Box to provide immediate access to the Fire Department in case of an emergency. Authorization/order forms for Knox products may be obtained electronically through Knox Box website: <http://www.knoxbox.com/>.
- A permit is required for Industrial Waste Disposal at the Fire Prevention Division.
- Proper grease recycle disposal is required. Maintain and provide documentation to the Fire Inspector showing grease removal and grease interceptor service with report of the condition of the industrial waste interceptor to be presented at time of inspection.

## **FIRE-PROTECTION SYSTEMS**

- Portable fire extinguishers with a minimum of 2A-10BC rating shall also be provided for each 3,000 sq. ft. of floor area. The maximum travel distance to any extinguisher shall not exceed 75 feet. All extinguishers shall be serviced annually by a licensed contractor.
- All existing sprinkler system and/or fire alarm system components shall be maintained in an operable condition.

## **ELECTRICAL HAZARDS**

- Extension cords shall **never** be used as substitutes for permanent wiring.
- Surge protectors can be used if plugged directly into an electrical outlet. Surge protectors shall never be “piggybacked” or plugged into one another.
- A clear and unobstructed means of access with a minimum width of 30 inches and height of 78 inches shall be maintained in front of all electrical panels.

## **EXITING REQUIREMENTS**

- The capacity of any room with an occupant load over 50 shall be posted in a conspicuous place on an approved sign.
- Exit signs shall be provided above all exits. (Exceptions: only one exit or exterior exit doors that are clearly identifiable).
- Exit signs shall be internally or externally illuminated.
- Emergency lighting shall be provided for an occupant load of 100 or more.
- Exit doors shall not be provided with a latch or lock unless it is panic hardware.
- Exit doors shall swing in the direction of travel for occupant loads of 50 or more.
- Exit corridors shall not be obstructed in any manner.
- Aisle widths in public seating areas shall be 36 inches where moveable seats or tables are placed on one side of the aisle only and 44 inches where such seats or tables are on both sides.
- Loose seats or folding chairs that are not fixed to the floor shall be bonded in groups of three or more (Exceptions: less than 300 such seats, tables provided for dining purposes).

## **HOUSEKEEPING**

- Combustible decorative materials (curtains, drapes, hangings, vegetation) shall be flame resistant.
- Storage shall be maintained 2 feet below the ceiling in non-sprinklered areas and 18 inches in sprinklered areas.
- Fire resistive construction, i.e. ceiling tiles, shall be maintained and repaired as needed.
- Use of candles or open flames in a public assembly area shall require a permit.
- Use of over 5 gallons of flammable liquids shall require a permit.