



SUBMITTAL STANDARD CANDLES OR OPEN FLAME IN AN ASSEMBLY AREA (FBCF)

The use of candles or open flame in an assembly occupancy requires a current International Fire Code permit obtained through the Pierce County Fire Prevention Bureau. The following are the application requirements:

1. A completed application form with payment shall be submitted to the Fire Prevention Bureau.
2. Provide a sample of each type of candle and candle holder that will be used.
3. Indicate if the building has an automatic fire sprinkler system.
4. Provide a building floor plan indicating the part of the building to be used.
5. Provide a detailed floor plan showing the room or area to be used including: dimensions, locations of exits, location of tables, and other furnishings, aisle widths and locations of candles.
6. A diagram or picture showing how the candles will be used and any other combustibles that may be located nearby shall also be provided.
7. Please allow a minimum of four weeks for permit processing.
8. Train all participants in the “STOP, DROP AND ROLL” safety technique prior to event.
9. The candles and other open flame devices construction and use shall be evaluated for compliance with the current International Fire Code (see the attached highlighted sections).
10. Depending on the type of event, an inspection by the Fire Prevention Bureau may be required after set up and before the event begins.

Note: If an after-hours inspection is conducted outside of normal business hours for the convenience of the permittee an additional fee shall apply. The fee is calculated at \$80 per hour, with a 1 hour minimum, additional time to be computed in quarter hour increments including travel time and will be invoiced. (Pierce County Code 17C.60.085.F). Regular business hours for the Fire Prevention Bureau are 7:30 a.m. to 4:30 p.m., Monday – Friday (excluding holidays).

If you have any questions regarding these requirements, you may call 253-798-7179