



Auburn Fire Department

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GUIDE FOR MAJOR INDOOR EVENTS

at the

NORWAY ICE ARENA

PURPOSE

The purpose of this guide is to assist in the planning, setup, and operation of special events such as concerts, professional and amateur sporting events, trade shows, high school and college graduations, prom nights, and events at large public venues. The Auburn Fire Department is committed to promoting and ensuring public safety while assisting all parties to provide a level of service that will ensure a safe and successful event.

PERMIT/APPLICATION REQUIREMENTS

Any necessary permits (or approvals) from the Auburn Fire Department, Auburn Police Department, Auburn Building & Planning, Auburn Tax & License, the City Electrician, or the Code Enforcement/Sanitation Officer, must be obtained prior to the date of the event.

All permits shall be posted at the site or kept in an approved location on the premises. In order to ensure adequate time to review the event plan and to process and issue permits, information must be provided to the City of Auburn a minimum of 30 days prior to the date of an event. To submit an application, complete the 'Application for Special Events' and submit it, along with supporting documents such as site plans, specification documents, proof of license, etc., as outlined below.

HOW TO OBTAIN AN 'APPLICATION FOR SPECIAL EVENTS'

- **Obtain it on-line** at: <http://www.auburnmaine.gov/Pages/Business/Permits> **OR**
- **Request it be sent to you by mail:** Call the Clerk's Office at (207) 333-6601, Ext. 1121, to request an application be mailed to you, **OR**
- **Pick up an application in person** at the Clerk's Office, Auburn City Hall, 60 Court Street, (2nd floor) Auburn, Maine.

HOW TO SUBMIT COMPLETED APPLICATIONS

The completed application (with supporting documentation) **shall be submitted a minimum of 30 days before an event** to the City of Auburn's Clerk's Office. The application may be submitted either of the following ways:

- **Submitted electronically to:** kearle@auburnmaine.gov. Prior approval is required to submit in PDF or CAD format. Call the Clerk's Office at (207) 333-6601 Ext. 1121, and request to speak with License Specialist, Kelsey Earle, to get prior approval, **OR**
- **Hand delivery of application:** Deliver the completed application to Auburn's City Hall, Clerk's Office, 60 Court Street, Auburn, Maine.

INFORMATION TO BE INCLUDED ON APPLICATION

- Name of your special event, trade show, exhibit or concert.
- Location of your special event.
- Date and time of special event, exhibit/trade show or concert (including load in/load out, event set-up and event dates and times).
- Total square footage of area (this is important especially for events inside buildings).
- Approximate anticipated attendance and/or maximum occupant load.
- You need to submit 3 copies of your application (and relevant documentation) if you do NOT submit it electronically.

PLAN REVIEW PROCESS

The plan review process for a special event requiring Fire Department & Building Department review is as follows:

- Application and plans will be reviewed by the Auburn Fire Department, Auburn Police Department, Auburn's Building & Planning Department, and the Auburn City Electrician.
- Application fee is due at time of submittal and all related fees are due at time of permit pick-up.
- All required corrections will be noted on the plans OR communicated through e-mail. Please provide daytime phone numbers for the event coordinator should there be any questions during the plan review phase. This will allow City staff to clarify any minor discrepancies on the plan and increase the likelihood of an approval at first review.

INSPECTION REQUIREMENTS

An event site inspection is required prior to, during, and after set up. The fire inspector shall verify compliance with Fire Department requirements and will advise the responsible event person of any corrections required. In addition to the event site inspection, pre-event production meetings, pre-event inspection meetings, event oversight and post-event critique/inspections may be required.

FIRE INSPECTIONS:

Please schedule Fire inspections at least two business days prior to the date of the event by calling the Auburn Fire Department Office at (207) 333-6633 Ext. 4, Monday–Friday, 8:00 AM – 4:30 PM. You may leave a message if calling after hours.

EXHIBITS/TRADE SHOWS AND CONCERT REQUIREMENTS

*The following departments need to be aware of any indoor events and may require inspections at various stages in the planning process: **The Auburn Fire Department, Code and Sanitation, the City Electrician, and Building and Code.** A general list of each department's requirements are noted below, however, each department reserves the right to apply specific, relevant life-safety rules to any event being held in the City of Auburn.*

FIRE DEPARTMENT REQUIREMENTS

Contact: David O'Connell, Fire Inspector/Fire Investigator
Auburn Fire Department
550 Minot Ave.
Auburn, ME 04210
(207) 333-6633 ext. 6
doconnell@auburnmaine.gov

1. All exhibit/trade shows and concerts shall be set-up per the approved plans.
2. Seating, table, and display arrangements shall be identified on the plan and approved prior to set-up.
3. All exhibit construction and decorative material shall be flame retardant. *Oilcloth, tarpaper, nylon, plastic cloth, and certain other materials that cannot be rendered flame retardant are prohibited.* Vertical carpet is also prohibited unless it has a FLAME SPREAD RATING of 0-25. If documentation for the material is not available, proof of satisfactory flame retardance may include a field flame test based on NFPA 701. This is the responsibility of the customer.
4. Exits and aisles shall be clear of all obstructions, including: chairs, tables, product, trailer tongues, displays, etc.
5. Exit signs shall be visible from all directions. If not, temporary exit signs shall be posted as approved by the Fire Inspector.
6. Combustible containers such as wood crates and empty cardboard boxes shall be stored outside of the building.
7. A minimum of a three-foot clearance shall be provided around all fire extinguishers.

Crowd Managers:

- Assembly occupancies shall be provided with a minimum of one, trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manager or crowd manager supervisor for every 250 occupants.

Vehicles:

- All fuel tank 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 gal (38 L) of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries that are used to start the vehicle engine, and the disconnected battery cable shall then be taped.
- Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Fueling or defueling of vehicles is prohibited.
- Vehicles shall not be moved during exhibit hours.

Prohibited Materials:

- Compressed flammable gases.
- Flammable or combustible liquids.
- Hazardous chemicals or materials.
- Blasting agents and explosives.
- Smoking.
- Fireworks.
- Open flame or pyrotechnic performances.

Flame-Retardant Requirements:

- **Special Provisions for Food Service:** Combustible scenery of cloth, film, vegetation (dry), and similar materials shall meet the requirements of NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Scenery and stage properties on thrust stages shall be of noncombustible materials, limited-combustible materials, or fire-retardant-treated wood.

Operations:

- All devices in connection with the preparation of food shall be installed and operated to avoid hazard to the safety of occupants.
- All devices in connection with the preparation of food shall be of an approved type and shall be installed in an approved manner.
- Portable cooking equipment that is not flue-connected shall be permitted only as follows:
 - ❖ Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol burning equipment, including solid alcohol, shall be permitted to

be used, provided that precautions satisfactory to the Authority Having Jurisdiction (AHJ) are taken to prevent ignition of any combustible materials.

- ❖ A wet chemical 'Type K' fire extinguisher shall be located within 30 feet of cooking devices using animal or vegetable oil.
- Butane burners are allowed provided that:
 - ❖ The cylinders and appliances are listed.
 - ❖ Appliances shall not have more than two 10oz (296-ml) non-refillable butane gas cylinders, each having a maximum capacity of 1.08 lb (.490 kg).
 - ❖ All cylinders shall be connected directly to the appliance, without a hose, and shall not be manifolded.
 - ❖ Cylinders shall not be in the building after show hours.
 - ❖ A maximum of 24, 10-ounce butane containers may be stored inside, in an approved manner, and any additional replacement or empty cylinders shall be stored outside the building.

Means of Egress Inspection:

- The building representative shall inspect the means of egress to ensure it is maintained free of obstructions, and correct any deficiencies found, prior to each opening of the building to the public.

Unsecured Seating:

- Seating plan shall be submitted to the AHJ for approval.
- Unsecured seats shall be permitted (excluding such areas as dance floors and stages), provided that, in the area used for seating, there is not more than one seat for each 15 ft² (1.4 m²) of net floor area and adequate aisles to reach exits are maintained at all times.
- Seats in assembly occupancies accommodating more than 200 persons shall be securely fastened to the floor, except where fastened together in groups of not fewer than three and not exceeding seven.

Generators:

- Shall be located a minimum of 20 feet from any structure.
- All electrical cables and cords shall be inspected and approved by the City Electrician prior to event.

Housekeeping:

- The building or portion of a building shall be maintained in a neat, orderly manner, free from any condition which would add to or contribute to the rapid spread of fire or obstruct egress. All trash containers shall be emptied regularly.

Fire Watch:

A fire watch, meeting the Auburn Fire Department standards, shall be in place:

- Any time fog or smoke is used.
- If the fire alarm system is in a modified mode.
- Whenever the AFD determines the hazard associated with the event warrants a fire watch.

*****Note-:** Building representatives, contractors, and vendors will adhere to any and all applicable State Statues, Fire Codes, Standards, and local City Ordinances not outlined above.

EXHIBITS/TRADE SHOWS AND CONCERT REQUIREMENTS

REQUIREMENTS CONCERNING TEMPORARY ESTABLISHMENTS OR MOBILE UNITS PREPARING FOOD

Contact: Cristy Bourget
Code Compliance Officer/Sanitarian
City of Auburn
(207) 333-6604 or 333-6601 ext. 1162
cbourget@auburnmaine.gov

All applicants agree to notify the City of Auburn Code Compliance Officer/ Sanitarian and the Fire Prevention Officer a **minimum of 48 hours before the scheduled day of the event** to schedule all necessary inspections. It is the responsibility of the applicant to be fully in compliance at least 2-3 hours before the time of the event in order to be inspected and receive their City of Auburn business license. Failure to comply with these requirements may result in your license not being issued.

- Your license must be posted and visible during all hours of operation.
- Personnel with colds, sore throats, fever, or open sores shall not be permitted to work as food handlers. All personnel shall wear hair restraints.
- All equipment and personnel must meet sanitary standards.
- All employees are required to wash their hands before preparing foods, after handling raw foods, after coughing or sneezing, after using tobacco products, after using the restroom, after removing trash, after caring for animals, and after any food breaks. Employees must wash their hands after engaging in other activities that contaminate their hands.
- No bare-hand contact with ready-to-eat foods. Food-serving personnel shall use plastic gloves, napkins, tongs, or other instruments when handling foods. Eating and smoking are prohibited while working in the food service area.
- All food must be properly protected from insects, dust, and customer contamination. Food items should be individually wrapped whenever possible.
- The sale of home-canned products is prohibited.
- All fruits and vegetables must be washed in potable water and any fruits and vegetables that require storage in water must be stored in potable water.
- Packaged food/bottles or cans shall not be stored in contact with water or undrained ice.
- Facilities for keeping potentially hazardous foods at proper temperatures must be provided: Cold foods: 41 degrees F or less; Hot foods: 135 degrees F or higher. Foods not meeting these requirements may be disposed of by the City Sanitation Official. All coolers must have thermometers.

- Utensils, such as spoons, forks, knives, etc., shall be stored with handles up to prevent contamination of working ends.
- Leftovers may not be used, sold, or given away in a temporary food service booth. Hot-held foods which have not been used by the end of the day must be discarded.
- Calibrated thermometers are required for cold and hot storage to check food temperatures.
- Only single-service containers, eating, and drinking utensils shall be provided to the customers of mobile eating places. Such containers and utensils shall be dispensed directly by the person operating the unit.
- All food must be kept 6 inches off the ground. This includes boxes of breads, bags of onions, potatoes, etc. Soda canisters may be stored on the ground.
- All wiping cloths shall be kept in an approved sanitizing solution when not in use.
- Animals are not permitted in the food preparation and serving areas.
- Facilities using ice coolers, bins, or sinks will ensure that these are provided with holding tanks or containers approved by the Sanitation Department to ensure that wastewater is kept from dripping or running on the grounds. This is to control flies, rodents, and insects. All sewage (including liquid waste) shall be disposed of according to law.
- Hoses used for potable water will be marked to ensure that these hoses are not used for waste lines. Leaking hoses will be immediately replaced or repaired.
- All mobile units shall have a hand-washing sink with hot/cold water under pressure. Temporary mobile units may use a gravity or pressure system. Washing of hands may not be done with buckets of water. Hand wiping is to be done with paper towels, not cloth towels.
- Mobile/temporary eating units handling only pre-wrapped or prepackaged foods which do not require further preparation need not comply with provisions requiring hot and cold running water for washing equipment.
- Requirements for warewashing sinks: Please see Department of Health & Human Services, Health Inspection Program - Risk & Equipment Compliance Handout (You may obtain this by contacting Cristy Bourget at cbourget@auburnmaine.gov). Temporary units may use an alternative warewashing set-up, using a three-wash basin (bus boy basins) for washing, rinsing, and sanitizing dishes and utensils.
- There must be a sink available (approved by the City Sanitation Official) with running hot and cold water for the washing of equipment and utensils or facilities.
- All potable water must be from an approved source.
- All food preparation surfaces shall be smooth, easily cleanable, durable and free from seams. All other surfaces shall be furnished so that they are easily cleanable.
- Operators will provide insect-proof and rodent-proof containers with covers to collect litter and food waste.

- Grounds must remain clean. A rendering company may be contacted to provide barrels for disposal of fat waste.

Any concession found to be operating in such a manner as to place the public health at risk will be closed.

EXHIBITS/TRADE SHOWS AND CONCERT REQUIREMENTS

GENERAL ELECTRICAL REQUIREMENTS

Contact: Charlie DeAngelis, Electrician
City of Auburn
(207) 333-6601 ext.1152
cangelis@auburnmaine.gov

All required permits shall be obtained prior to installation of electrical equipment. Special equipment and or power requests utilizing municipal infrastructure shall require a written request from vendors to the City Electrician **a minimum four weeks prior to the scheduled event.**

- All electrical installations other than cord and plug connections shall be installed by Maine licensed electricians.
- No equipment shall be energized without prior approval from the City of Auburn Electrician.
- All connections shall comply with the NEC, specifically Articles 525, 250, 702 and 400.
- All grounding connections shall be listed for their purpose and use.
- All connections shall be installed per the manufacturers' installation instructions.
- Any events, tents, amusement rides, stages, trailers or other equipment and installations that are fed from multiple generators or services must maintain a minimum separation of 12 feet between the above equipment OR the sources of supply to the equipment shall be bonded together by a grounding conductor sized per NEC 250.122.

ELECTRICAL REQUIREMENTS FOR STAGES

- Stage lighting shall be suitable for its purpose. When used outdoors, the lighting shall be listed for a wet location.
- Stage/Set lighting, cords, and appliances shall be in good working order with no visible frayed cords or loose connections.
- Panels, distribution boards and equipment:
 1. Shall be opened and inspected prior to energizing equipment.
 2. Shall be listed for their purpose.
 3. Shall NOT be modified. Panels shall not contain equipment that is not listed for use with the enclosure.
 4. Where utilized in wet or damp locations it shall be listed for a wet location.
 5. The neutral (grounded conductor) shall be isolated by installation on a neutral bar.

The neutral bar shall have no connection to the equipment grounds or grounding electrode conductors except at the service equipment.

6. Shall be in first-class condition.
7. Any equipment exhibiting the following shall not be permitted and will be required to be taken out of service immediately until repaired or replaced:
 - a. Missing dead fronts, circuit breaker blanks, or KO seals.
 - b. Damaged or missing parts.
 - c. Rusted enclosures.
 - d. Repairs made on equipment that did not utilize manufacturers' components.
 - e. Enclosures or equipment showing significant wear or improper operation.
 - f. Panels must have circuit breakers installed that are manufactured by the same company as the panel. Example: A 'Square D' panel shall only utilize 'Square D' circuit breakers.
 - g. Any improper connection between the grounded conductor or equipment grounds.
 - h. All panels and distribution equipment shall be located so as not to be accessible to the general public.
 - i. Any alternative means of protection are subject to PRIOR approval of the City Electrician.

ELECTRICAL REQUIREMENTS FOR GENERATORS

- Generators shall be located a minimum of 20 feet from any structure.
- Electrical permits and inspections are required for all generators that are rated 15KW or more.
- All installations shall comply with the applicable standards listed below, regardless of size.
- Generators smaller than 15KW (these are portable generators) will not require ground rods.
- All generators shall be fenced and secured so as not to be accessible to the general public.
- A minimum of two, 8-foot ground rods shall be installed a minimum of 6 feet apart for generators rated 20KW or more.

NOTE: Due to the potential to damage underground utilities, you will be required to call: Dig Safe (888) 344-7233 for an underground locate.

ELECTRICAL REQUIREMENTS FOR CABLES/CORDS

- All cables shall be listed for the intended use and shall be free from damage or defects. Listed cables/cords have this information written on the cord set. All damaged cords shall be immediately removed from the site or discarded.
- All cords shall have an equipment ground and grounding attachment plug.
- All cord connectors/caps shall have strain relief connectors or shall be molded into the cord. All cords and cable connectors (cord caps, receptacles, twist locks and pin connectors) shall be suitable for the purpose and designed for the intended use.
- The exterior sheath of the cable shall extend into the cord connector in all applications.
- All cables shall be installed so as to be free from abrasion and shall not be installed in locations subject to vehicular traffic or where they may be susceptible to damage.
- Cords routed through parking lots or areas subjected to vehicular travel shall be protected by ramps that are suitable for the purpose.
- Pipe and drape systems shall be installed so as not to rest upon cords or cables.
- Display booths, tents, or other such assemblies shall route all cords so they are free from foot traffic. Cords shall not be run under carpets unless suitably protected.
- Cords shall not be installed through doorways or in locations where the cords may be pinched or damaged.
- All cables entering enclosures shall be firmly secured to the enclosure by means of listed clamps.
- All cable connectors shall be waterproof or elevated above the surrounding grade a minimum of 6 inches where installed in wet or damp locations.
- Single conductor cable shall be limited to conductors that are #2 AWG or larger.
- Any cable routed through or across aisles or areas subject to pedestrian traffic shall be effectively protected/ramped.
- Excess lengths of cord shall be placed such that materials may not be stored upon or next to the cord. Lengths of bundled or coiled cord can cause high temperatures, thereby creating a fire hazard.
- All 120 volt, 15, 20, and 30 amp receptacles served by cables shall be protected by a GFCI (except emergency egress lighting circuitry) and shall comply with the following:
 - a. The length of cord used to feed this equipment shall be kept as short as possible AND an assured equipment grounding program shall be in place as required by NEC 590.6(B)(2).
 - b. Twist-lock cord connectors shall be the only connection permitted for these cable connections.
 - c. Grounding of this system shall be verified through an 'Assured Equipment Grounding Conductor Program' as outlined in NEC 590.6(B)(2).

ELECTRICAL REQUIREMENTS FOR OTHER CABLES, RECEPTICALS, AND EQUIPMENT

- Other cables (rated more than 30 amps or cables that supply loads that serve 120/240 or 240 volt loads) shall be protected by an 'Assured Equipment Grounding Conductor Program' as outlined in NEC 590.6(B)(2).
- All cable connections of this type shall be one of the following:
 - a. Pin and sleeve;
 - b. Twist lock;
 - c. Cam lock.
- Receptacles or attachment plugs that will not 'lock' shall not be permitted.
- Over-current protection shall be provided per NEC 240 and NEC 400.

EXHIBITS/TRADE SHOWS AND CONCERT REQUIREMENTS

GENERAL BUILDING/CODE REQUIREMENTS

Contact: Mark Stambach
Code Enforcement Officer/Building Inspector
City of Auburn
(207) 333-6601 ext.1160
mstambach@auburnmaine.gov

The Code Enforcement Officer/Building Inspector lists the following requirements for events, while reserving the right to request further inspections and/or restrictions depending on the event:

- Controlling occupancy load of mezzanine.
- Maintaining a maximum occupancy load of not more than 3300, due to limitations of plumbing fixture count.
- If anything gets constructed for stages or the like, permits would be required.

ADDITIONAL DEPARTMENTS TO REACH OUT TO:

Clerk's Office: K. Earle, (207) 333-6601, ext. 1121. kearle@auburnmaine.gov

Police Dept.: Lt. Tim Cogle, (207) 333-6601, ext. 2066 tcogle@auburnmaine.gov

Tax Dept.: Nancy Bosse, (207) 333-6601, ext. 1174 nbosse@auburnmaine.gov