



# Northbrook Fire Department

## Fire Prevention Bureau - Fire Safety Requirements

### Indoor Special Events

Location Address: \_\_\_\_\_ Date: \_\_\_\_\_

Location Name: \_\_\_\_\_

Dates of Event: \_\_\_\_\_ # of Participants \_\_\_\_\_

Requirement Checklist (Please complete the checklist, we recommend this also is given to any and all vendors at the event for review)	Applicant Review		Inspectors Review	
	Please ✓ box		Compliant	Not Compliant
	Indicating you will comply			
All outside access and egress routes must be maintained so that crowd management, Police, and Firefighters can move without undue hindrance at any time.				
The interior means of egress corridor shall be a minimum of 10 feet in width and shall be maintained free from obstructions at all times.(Covered mall only)				
All exits shall be unlocked and free of obstructions.				
All exit lights shall be illuminated at all times.				
All emergency lights shall be maintained in working order.				
Extension cords and Power bars shall be UL listed and clear and free of all obstructions. No daisy chaining of power bars is permitted. (Connecting two power bars together).				
Occupancy load shall be calculated at 15 square feet per person.				
Smoking shall not be permitted in the interior of any building.				
No open flames are allowed.				
All decorative materials, drapes or curtains shall be fire proofed. All exhibit walls shall be constructed of fire retardant material or sprayed with a fire retardant spray and shall be labeled.				
Fire Extinguishers shall be properly displayed with a tag or label securely attached indicating a current maintenance inspection has been performed. Travel distance between extinguishers shall not be more than 75ft.				

**Required Documents:**

ALL OF THESE DOCUMENTS ARE REQUIRED FOR APPROVAL OF  
YOUR EVENT

- 1) Indoor Special Event checklist.
- 2) Emergency information sheet Must include after-hours emergency contact names and telephone numbers.
- 3) Material Safety Data Sheets on walls, drapes and curtains verifying its ratings.


**Emergency Information**

Manager/Personnel responsible for physical condition at the event

Operator Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_

**Additional Personnel**

Operator Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_

Once completed, the checklist must be signed and faxed to Director of Fire Prevention Bureau Kevin Frangiamore at 847/664-4501, at least 48 hours prior to the event. Once submitted, a compliance inspection will be conducted by the Fire Department. For additional assistance questions may be directed to Northbrook Fire Prevention Bureau at 847/664-4500.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Inspector Signature

\_\_\_\_\_  
Date