



North Myrtle Beach
Fire Department
Fire Marshal Office
Special Event Requirements

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Fire Prevention Planning Guide for Special Events

This guide outlines fire and life safety requirements found in the International Fire Prevention Code (IFC). The Fire Marshal has created this guide to help promoters and organizers better understand fire code regulations, minimize violations, and limit last minute disruptions. The North Myrtle Beach Fire Department is committed to providing safe environments to anyone who attends special events throughout the City of North Myrtle Beach while assisting the event world in meeting their vision.

This guide summarizes the majority of fire safety requirements that promoters and event organizers will encounter when planning an activity. While this guide contains fire code requirements and Fire Department permit information, other departments are involved in the process as well. Please make sure you have filled out all applications and obtained all required permits prior to the start of your events.

Any Fire Code special event questions should be directed to:

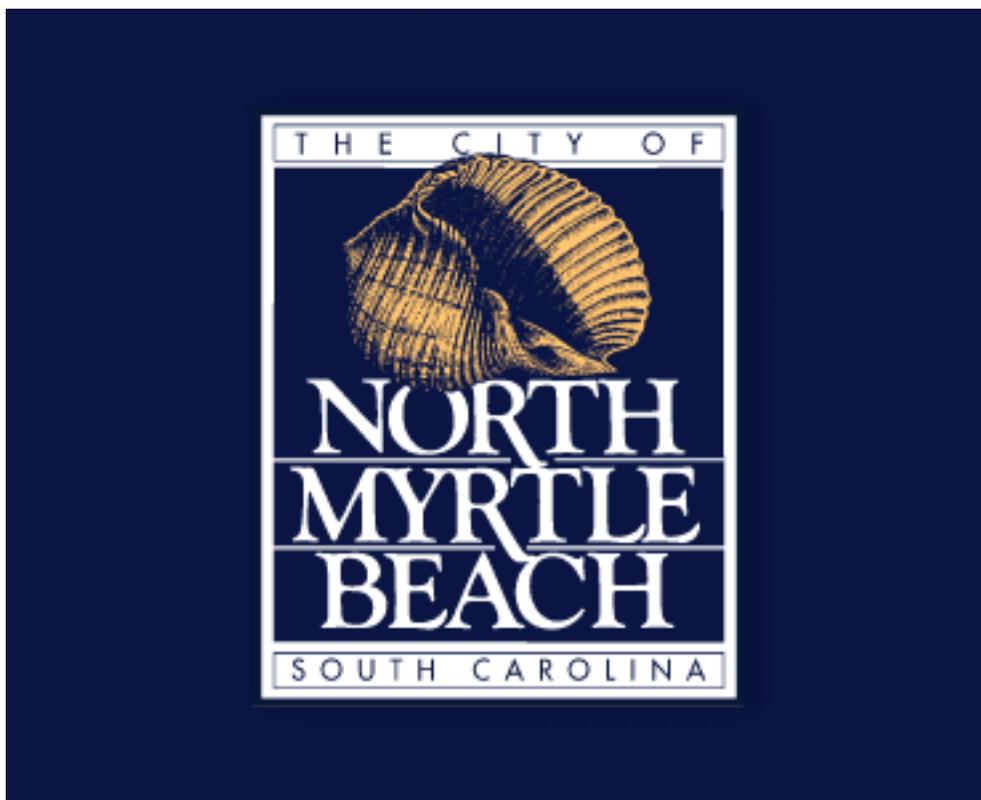
Fire Marshal Office
(843) 280-5611

IMPORTANT PLEASE READ

Sec. 19-127. - Special event permit required:

Whether the event or rally is inside the city limits or adjacent to the city limits, no person or legal entity shall promote, stage, conduct, organize or sponsor a special event or rally that is reasonably foreseeable to affect the city residents' health, safety, or welfare and require excessive public safety cost, unless an application for a special permit has been obtained, based on a complete management plan that protects public safety, health and welfare, and addresses cost recovery for public expenditures arising from the implementation of the plan. A person or legal entity that, without an approved plan and permit, promotes, stages, conducts, organizes or sponsors a special event or rally that results in an excessive public safety cost is guilty of a misdemeanor.

**Please click on the image
below to access the
application for special
events.**



FIRE CODE REQUIREMENTS FOR SPECIAL EVENTS

The requirements outlined below are derived from the International Fire Code, as adopted by the State of South Carolina and the City of North Myrtle Beach, and must be adhered to when utilizing commercial cooking devices for food preparation at outdoor special events..

FOOD VENDOR APPLICANTS

Food vendor applicants are required to reach out to the Business License Office of the City of North Myrtle Beach at 843-280-5585 to confirm compliance with business license requirements. It is the responsibility of food vendors to adhere to all regulations established by city and state authorities. Applicants who have provided inaccurate information may face denial based on fire code standards or DHEC regulations.

SITE PLANS

All applications must include a clear and legible APPROVED site plan. Applications with illegible site plans will be returned to the applicant. It is essential to review the application criteria and ensure that all relevant information is included in the site plan.

Things to include:

- Location and width of all platforms, stages, structures, exit doors, fences, aisles in large exhibitor areas, and the main event aisle ways
- Location, size, and identification number of cooking tents/booths, vendor tents/booths, and other display spaces
- Seating areas: including stools, booth seats, table and chairs
- Location of LPG (propane), gasoline, diesel, compressed gasses, and hazardous materials
- Location of fire access roads and apparatus access points
- Roads seeking approval for closure during the event and what type of barricades will be used
- The location of vehicles (including boats and motor craft) shall be indicated on site plan. Indoor displays shall adhere to the following:
 - Vehicles indoors must have ¼ of fuel or 5 gallons, whichever is less
 - Vehicles indoors must have the batteries disconnected, unless there is a cutoff switch severing power from the battery, or there are sensitive electronics that cannot lose power.
 - Indoor vehicles with keyless ignition shall have the fobs kept away from the vehicles in a secure location.
- Any decorations used and their flame resistance certificates if applicable
- Designated smoking areas (Smoking is prohibited in all tents)

PUBLIC SAFETY PLANS

- Not all events require a public safety plan. However, large-scale or high-impact events that may strain public resources must submit a comprehensive public safety plan developed in coordination with Police, Fire, EMS, and other municipal agencies to mitigate potential hazards.

The plan must address, at minimum:

1. Security measures
2. Crowd management and flow
3. Equipment and vendor placement
4. Emergency vehicle access and staging

Merely stating “call 9-1-1 in an emergency” on the application does NOT constitute an acceptable public safety plan.

Applicants must consider all relevant factors, including but not limited to:

1. Communication - how are personnel on site communicating issues?
2. Crowd management - how is the public ingress and egress throughout the venue?
3. Crowd size will determine if crowd managers are needed per the Fire Code
4. Site access - how are emergency responders entering the site; do they have enough access (i.e., width for parking and setup of equipment)?
5. Traffic - where are the public and staff parking; what routes are being used?
6. Security - number of officers required (NMBPD, Private, or Both)
7. Fire hazards/emergencies
8. Medical

Questions about public **FIRE** safety plans should be directed to the Fire Marshal’s Office
843-280-5611.

INSPECTIONS:

- Vendors must schedule an inspection time with the Fire Marshal’s Office for personnel to evaluate equipment, tents, and other items prior to operational approval. Vendors are required to notify the department immediately of any changes to the event schedule.

For large events, the promoter will coordinate the inspection time; vendors must confirm their required readiness time with the promoter.

Failure to be present and prepared for the scheduled inspection will result in denial of cooking authorization.

Vendors must understand that the Fire Marshal’s Office conducts inspections solely in accordance with the Fire Code. Approval to commence cooking will not be granted until all relevant city, state, and other agencies have authorized your operation, if applicable.

Venues issued a Special Event Permit (SEP) remain subject to vendor and site inspections by the Fire Marshal’s Office. All vendors and event activities must comply with applicable state and local regulations.

EVENT REQUIREMENTS

TENT CONSTRUCTION

- All tents with an occupant load of 50 or more persons shall be required to submit a floor plan to the Fire Marshal for review.
- Tents with an occupant load under 50 persons may be required to submit a floor plan upon request, depending on the type of event.
- Exit openings shall be maintained
- A physical barrier must separate all cooking activities from the public
- All tents, canopy covers, sides, and backdrops must either be:
 - Inherently fire-resistive and labeled as such; or
 - Have documentation showing that it was treated at an approved facility
- No smoking is allowed in any tent regardless of size, location, or available fire protection.

TENT LOCATION

- Tents/booths must be located a minimum of ten feet (10') from any permanent structure or other membrane structures. Should conditions warrant, this distance may be reduced when approved by the Fire Marshal.
 - **Exception 1-**Tents/Membrane structures that are not used for cooking and are less than fifteen-thousand (15,000) square feet need not be separated.
 - **Exception 2-** Membrane structures need not be separated from buildings if they do not exceed ten-thousand (10,000) square feet and they meet all of these requirements:
 - The aggregate floor area of the building and membrane structure or tent shall not exceed the allowable floor area including increases as indicated in the International Building Code
 - Required means of egress are provided for both the building and the membrane structure or tent including travel distances
 - Fire apparatus access roads are provided in accordance with Section 503.
- Vehicles must be parked a minimum of twenty feet (20') away from the tent/booth.
- Cooking tents/booths must be separated from non-cooking tents/booths by ten feet (10').
- Propane cylinders must be at least ten feet (10') away from all assembly tents and membrane structures.
- Heating devices in tents shall be of an approved type, per the International Fire Code.
- All cooking operations must be located in a separate enclosure where only cooking operations are performed; cooking tents must have a separation from assembly tents.
- A twenty (20) foot minimum access road for apparatus shall be maintained at all events.

EXTINGUISHERS

All cooking activities must be equipped with at least one ABC extinguisher of size 2A 20BC. In instances where grease, oil, or fat is utilized, a Class K extinguisher is also necessary. For tents exceeding nine hundred (900) square feet, extinguishers must be placed no more than seventy-five (75) feet apart, with a minimum size of 2A 20BC.

- Extinguishers must be serviced annually or
- Newly purchased extinguishers do not need to be serviced the year they are bought, keep the receipt attached to the extinguisher for verification



FOOD TRUCKS, TRAILERS, AND STANDS

All mobile units that emit grease-laden vapors must be equipped with a Type I hood system featuring an installed fire suppression system. Additionally, they are required to display a food truck permit decal issued by the Fire Marshal's Office.

- Type I hood suppression systems are required to be inspected every 6 months. Vendors shall have a current inspection tag attached to verify the status of the system
- Hood systems shall be cleaned at regular intervals based on the amount of grease produced
- Filters shall be cleaned as needed, be in place during cooking, and have a proper fit

PORTABLE COOKING EQUIPMENT

All cooking equipment must meet or exceed the following requirements:

All cooking equipment must comply with the following standards: Any equipment utilized at a special event must be of Commercial Grade. The vendor is obligated to provide documentation for the appliance if requested by the fire inspector. **Turkey cookers and fryers are prohibited for use at special events unless they receive prior approval from the Fire Marshal's Office.**



BUTANE OR PROPANE EQUIPMENT

- Single butane burners may be used indoors by vendors who are knowledgeable and competent with the safe operation of these devices
 - These devices shall not be located on combustible surfaces and will require a non-combustible barrier to be placed between the device and the combustible surface
 - All hot contents produced or used must be disposed of in a metal container

- Tanks must have a shut-off valve
- Stoves must have an on-off valve
- Hoses must be of an approved type for use with the equipment
- Tanks must be protected from damage and secured in the upright position
- Propane tanks must have a pressure regulator located at the tank valve

Secured cylinders



Proper regulator placement



- These requirements shall also be followed by all trucks, trailers, and stands
- Butane or propane tanks cannot be stored in tent/booths
- Tanks must be turned off when not in use
- All gas connections must be tested for leaks prior to use
- A minimum of eighteen inches (18") must be provided between the tent/booth backdrop material and cooking appliance
- A minimum of sixteen inches (16") must be provided between deep fat frying appliances, woks, and open flame stoves. An alternative to the sixteen inches (16") separation requirement includes the provision of a sixteen-inch (16") in height, full width splashguard

Regulator not at tanks



CHARCOAL BARBECUE COOKING

- Charcoal barbecue cooking is prohibited inside structures and inside tents/booths
- Charcoal cooking must be performed only in areas away from public access and shall be located a minimum of 5 feet (5') from any booth with a minimum of 10 feet (10') from any permanent structure
- Only commercially sold charcoal lighter fluid or electric starters may be used (no gasoline, kerosene, etc.)
- Storage of starter fuel in the tent/booth is not permitted

- Coals must be disposed of only in metal containers that have been designated for such use and are approved by the Fire Marshal's Office. Dumping of coals in trash containers is prohibited

DEEP FAT FRYING

- All deep fat fryers shall be located on a solid level surface, to prevent tipping or spilling of hot grease and meet all manufacturers installation and operation requirements (per owner's manual)
- Each tent/booth must have a minimum of one 2A-20BC rated portable fire extinguisher (see extinguisher requirements)
- Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require one Class K fire extinguisher in addition to the ABC extinguisher
- Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency
- Each extinguisher must be visible and accessible and located away from the cooking area

HOUSEKEEPING

- Only non-combustible materials should be used in cooking areas and around heat sources
- Trash containers should be emptied regularly
- Clean all cooking surfaces regularly to prevent the build-up of grease
- Coals and other waste shall not be disposed in the storm water system

ELECTRICAL AND GENERATORS

Generators

Generators associated with trailers or food trucks must receive approval from the Fire Marshal's Office; all other portable generators will be subject to the following regulations:

- Located not less than 10 feet from any tent or membrane structure
- Must be isolated from public contact by fencing, enclosure, or other approved means
- Refueling shall not take place less than 10 feet from any tent or membrane structure
- Fuel storage shall be not less than 50 feet from any tent or membrane structure.
- (NEW) Fuel Storage Containers must be a TYPE 1 or TYPE 2 Metal Safety Can App by FM, UL/ULC, and TUV; also meets OSHA and NFPA requirements
- (NEW) Do not Exceed 10 gallons of fuel (2- 5gallon Containers)
- Portable generators shall not be used indoors



Note: Generators should be used in accordance with the manufacturers' specifications and must not be modified or concealed in a manner that could pose a safety risk. Any hazardous conditions must be rectified before the generator is utilized.

INDOOR USE ONLY

Electrical

- All electrical cords shall be of the proper type
 - Indoor cords shall not be used outdoors
 - All weather cords may be used inside
- Multiplug adapters without a fusible link are prohibited
 - Cords may have a built in three way multi plug
 - Surge protectors, or multiplugs with a fusible link are allowed
- Cords must have a ground, two prong extension cords are prohibited



Examples



CANDLES AND OPEN FLAMES

The Fire Marshal's Office must review the use of candles and open flames at any event.

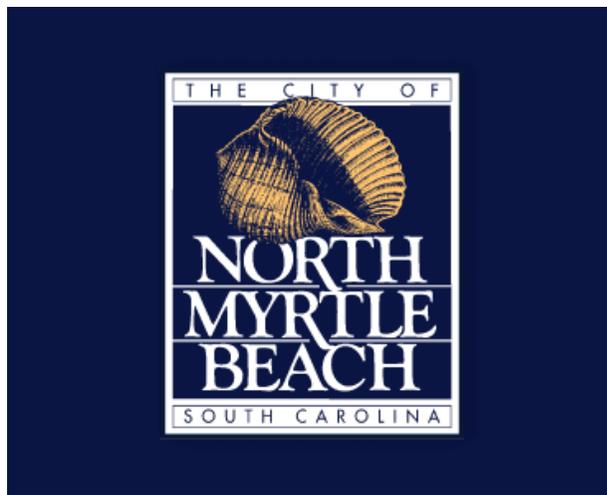
OPEN FLAME DECORATIVE DEVICES (this does not include flaming effects, pyro, or cooking devices)

- Class I liquids, Class II liquids, and LP gas shall not be used as fuel
- Liquid or solid fueled devices that have more than 8 ounces of fuel must self-extinguish and not leak more than .25 teaspoon per minute if tipped over
- The device holder shall be constructed to prevent the spillage of liquid fuel or wax at a rate of .25 teaspoon per minute or more when the holder is not in an upright position
- The device holder shall be designed to return to an upright position when tilted to a 45 degree angle

- Exception: if the device self extinguishes when tipped or the fuel/wax doesn't spill at a rate of .25 teaspoon per minute
- The flame shall be enclosed except where openings on the side are not more than .375 inch diameter or where openings are on the top and the distance to the top is such that a piece of tissue paper placed on the top will not ignite in 10 seconds.
- Chimneys shall be made of noncombustible materials and securely attached to the open-flame device
 - Exception: A chimney is not required to be attached to any open-flame device that will self-extinguish if the device is tipped over.
- Fuel canisters shall be safely sealed for storage
- Storage and handling of combustible liquids shall be in accordance with the International Fire Prevention Code.
- Shades, where used, shall be made of noncombustible materials and securely attached to the open flame device holder or chimney.
- Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning, and shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.

BONFIRE, RECREATIONAL FIRES, AND PORTABLE OUTDOOR FIREPLACES

Fires are not allowed on any beaches or within the city limits of North Myrtle Beach. For a copy of the City of North Myrtle Beach Open Burning Ordinance, please click on the picture below.



PORTABLE OUTDOOR FIREPLACES (fabricated unit that houses the fire, includes models fueled by LPG)

- Portable outdoor fireplaces shall be used in accordance with manufacturer's instructions and shall not be operated within 20 ft. of a structure or combustible material.

FUEL RESTRICTIONS

- Fuel for fires shall consist only of clean dry firewood. Wooden pallets are not considered to be firewood and are not allowed to be burned.
- Fires shall not contain rubbish, construction materials, garbage, trash or any material made of rubber, plastic, or petroleum and shall not contain any flammable or combustible liquids.
- The Fire Marshal may prohibit any or all fires which are or could be offensive or objectionable due to smoke or odor emissions.

FIRE ATTENDANTS

- Fires shall be constantly attended by a competent adult, who will oversee the operation until such fire is extinguished. A minimum of one 4-A extinguisher or other approved on site fire extinguishing equipment shall be available.
- The responsible person assigned the task of "fire attendant" shall not perform any other duties while performing the duties of a "fire watch" (i.e. sweep floors, empty trash, etc).

WEATHER

- No fires shall be burned if wind conditions are 15MPH or above.

CLEAN UP

- After any fire has been conducted, all material burned or unburned shall be removed and disposed of at once (after ensuring all embers have been water soaked).
- Ash shall be disposed of in a non-combustible container.

FIREWORKS, PYRO, AND FLAMING EFFECTS

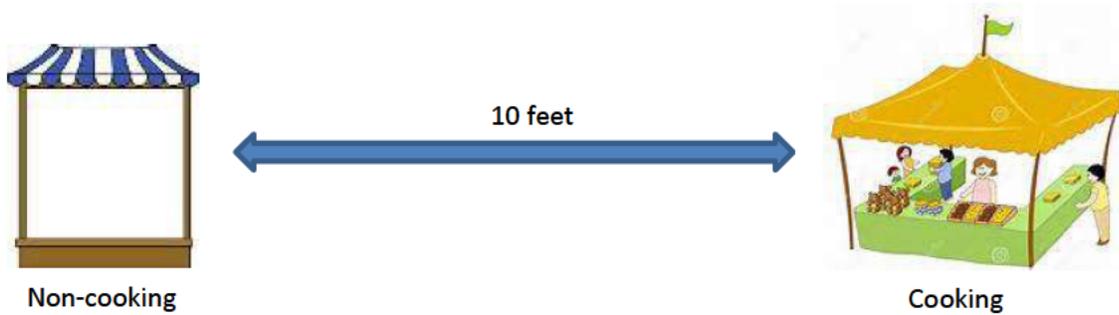
All special events that involve fireworks, pyrotechnics, and fire effects are required to submit an application to the South Carolina Fire Marshal's Office without exception. For inquiries, please contact 803-896-9800.

DECORATIVE MATERIALS

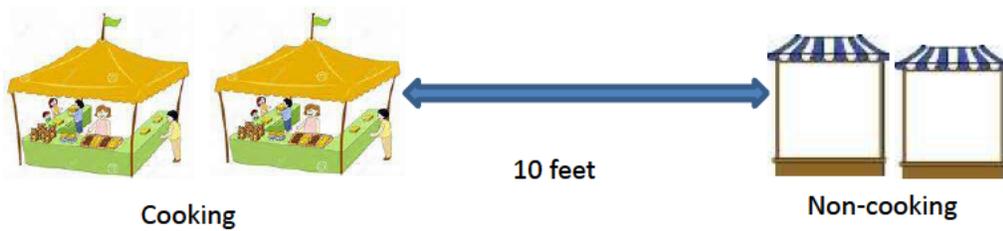
Decorative materials utilized in tents for aesthetic purposes, presentation, or display must comply with flame resistance standards. These materials must either possess a certificate from the manufacturer verifying their flame resistance or be treated with an approved flame-resistant chemical. Prior approval is required for all treatment applications. It is important to note that not all materials can undergo treatment, and such materials will be assessed by the Fire Marshal's Office. Any material eligible for spraying must be accompanied by written documentation confirming adherence to all manufacturer specifications and procedures during the application.

The Fire Marshal's Office and/or their representative retains the authority to halt any unsafe activities, which includes the potential revocation of any permits that have been issued.

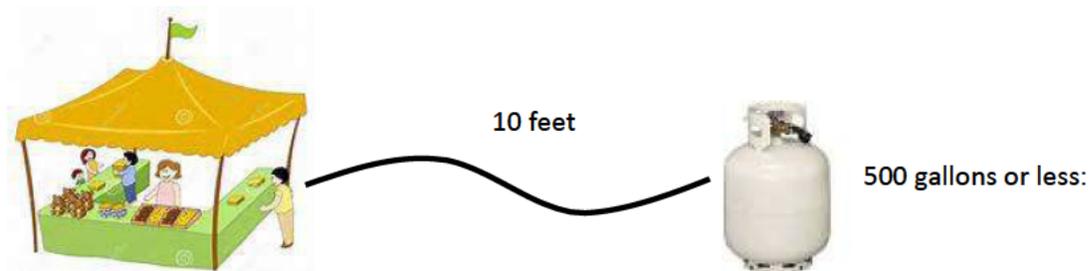
Appendix A Tent Distance Visual Guide



Cooking and non-cooking tents need to be separated by at least 10 feet



Tents used for the same purpose do not need to be separated



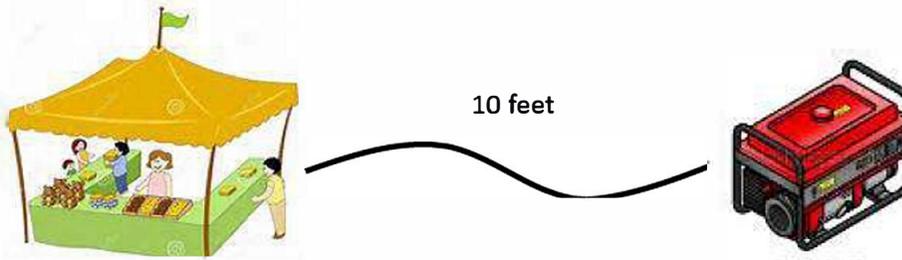
Propane cylinders 500 gallons or less must be at least 10 feet away from any tent, unless otherwise approved by the Fire Marshal.



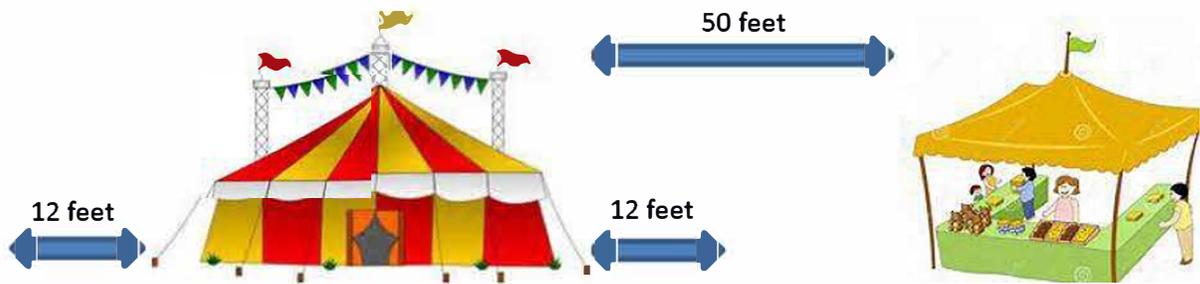
Propane cylinders more than 500 gallons must be at least 25 feet away from any tent



Propane cylinders must have the regulator at the tank



Generators need to be at least 10 feet from any tent. Generators also need to be isolated from public contact.



Tents greater than 15,000 square feet are required to be at least 50 feet from any tent or building. A 12 foot fire break must be maintained from support ropes or other obstructions on all sides of the tent.

Exception: A tent 15,000 square foot tent may be closer than 50 feet if it is adjoined to another tent by a corridor.