



HOW TO PASS YOUR FINAL CONVENTION SALES LICENSE INSPECTION (FIPA)

Your venue must be completely set up & free of any violations before the Final Inspection (FIPA). You must pass all applicable inspections before the event can begin. This is not an exhaustive list of all requirements; it outlines only the most common violations found in FIPAs.

This is a list of only the most common violations found. Every event & location has unique challenges!

If you have questions, or would like to schedule an inspection, please contact:

Building Department
435-615-5101
buildingcounter@parkcity.org

Floor Plan/Layout & Design Occupant Loads (DOL)

- The venue must be fully set up according to the approved DOL, fire permit, & design elements on file with the Building Department.
- This includes, stages, bars, furniture, screens, draping, step & repeats, other design elements, etc.

Operational (Fire) & Building Permits

- Operational Fire Permit inspections can be scheduled to run concurrently with the CSL Final Inspection (FIPA).
- All permitted elements under fire permits must be ready to pass inspection the first time due to the short time available for corrections and re-inspection.
- Familiarize yourself with the conditions of approval on the issued Operational Fire Permit in My City Inspector (MCI), the online, permitting software. Additional fire extinguishers, chock blocks for trailers, electrical cord ramp covers, etc. may be required to pass the inspection.
- Building inspections should be scheduled separately, through My City Inspector, at least a day or two ahead of the event start date.

Fabrics, Furniture, Textiles, Draperies, Wall Coverings, etc.

- These items cannot be made of highly combustible or flammable materials.
- Verification of flame spread certifications or proper treatment with fire retardant products is required.
- Items without proper documentation must be removed.

Candles & Open Flame Devices

- Candles & open flame devices require prior approval through an Operational Fire Permit. All open flame devices without permit approval must be removed.

Exits & Egress

- Exit signs & emergency lighting should be fully functional & visible.
- Push the test buttons to ensure battery power is functioning.
- Exit doors should open easily from the inside without mechanisms that require twisting, turning, or unlocking.
- Doors should swing out towards the exterior of the space or building.
- All exit paths must remain clear from the interior of the space to the street or sidewalk.
- No storage, staging, garbage, plating, bussing stations, coat racks, etc., are allowed in exit paths.

Fire Extinguishers

- Minimum-sized 2A10BC fire extinguishers should be wall mounted, with the top no higher than 5 feet from the floor every 75 feet of travel within the space.
- Extinguishers must be easily visible & readily accessible.
- Extinguishers must be serviced & tagged annually or have a receipt verifying recent purchase within the last 365 days.

Electrical & Mechanical Basics

- UL listed power strips must be used for electronics rather than extension cords. Extension cords are not allowed by Fire Code.

- UL listed power strips must be plugged directly into a wall receptacle; they cannot be plugged into other power strips or extension cords.
- All electrical outlets, switch plates & junction boxes should have cover plates securely attached.
- Keep all electrical & mechanical rooms free of storage.
- Always maintain a clear space of 36 inches in front of all electrical panels, furnaces, & water heaters.
- Electrical panels should be mounted flush against the wall, & properly sealed with no gaps.
- Breakers should be accurately labeled & any unused openings in the panel should have a “blank” cover installed over them.

General Housekeeping & Life Safety

- Ensure all ceiling tiles are in place & any holes in floors, ceilings & walls are properly sealed to prevent fire & smoke from spreading to other areas of the building.
- Pressurized tanks (CO2, Helium, Nitrogen, etc.) must be properly secured at the top & bottom thirds to prevent them from tipping over.
- ADA restrooms cannot contain storage. Maneuverability must be maintained.
- Gender-neutral restrooms must meet current UT State building codes.
- Storage of flammable liquids must be in approved cabinets or removed.

Fire Suppression & Alarm Systems

- The fire sprinkler riser must have a current annual inspection tag & current 5 year inspection tag.
- The fire alarm must have a current annual inspection tag & be fully functional.
- The fire sprinkler risers & alarm panels & doors to their locations should be easily accessible, not blocked in any way.
- Fire sprinkler lines cannot have anything attached to them such as wires/wiring, decorations, lights, etc.
- Fire sprinkler heads cannot be painted, modified, or obstructed in any way.
- Height of temporary walls, partitions, curtains & storage must be a minimum of 18 inches below the *bottom* of the sprinkler head.
- Fire Department Connections (FDCs) are required to have approved covers to ensure the proper function of the fire sprinkler system.

Commercial Kitchen Requirements

- Kitchen Type I hoods must be cleaned by a UT State licensed hood cleaning company a minimum of every 6 months. The required sticker must be affixed to the hood.
- Kitchen Type I hood fire suppression systems must be inspected, serviced, & tagged every 6 months.
- Deep fat fryers require 1 Type K fire extinguisher for every 40 pounds of grease to be hung within 30 feet of the fryer, with the top no higher than 42 inches above the floor.

Restrictions on Caterers

- Spaces without approved commercial kitchens equipped with Type I hoods & hood fire suppression systems may not be used for cooking purposes. Electric griddles, panini machines, Sternos, induction burners, portable gas-fired burners, table-top/portable fryers, and portable ovens, including toaster ovens are NOT ALLOWED. Electric chafing dishes & crock pots are allowed.