



VENTURA COUNTY FIRE PROTECTION DISTRICT  
FIRE PREVENTION BUREAU  
165 DURLEY AVENUE  
CAMARILLO, CA 93010

[www.vcf.org](http://www.vcf.org)

Office: 805-389-9738 Fax: 805-388-4356

## GUIDELINE 414 COVID-19 RE-OPENING OF ASSEMBLY OCCUPANCIES

### **Purpose:**

This guideline has been developed to assist business owners and managers of restaurants and dining establishments on how to re-open their businesses during this next phase of the COVID-19 pandemic. Addressing the potential need to change indoor/outdoor seating arrangements not originally approved. The following are general fire life safety regulations.

### **Scope:**

Regulated items include but are not limited to the following: Immediate fire and life safety issues, emergency vehicle access, tents and temporary membrane structures, open flames, occupant loads, exiting and egress.

### **Guideline:**

Prior to re-opening applications shall be submitted directly to the appropriate City/County department where the business is located. The City/County will coordinate the review of the application by all appropriate agencies, including the Fire District. Below are contacts and direct links to the appropriate agency for review.

City of Camarillo - 805-388-5360

<http://www.ci.camarillo.ca.us/i3.aspx?p=892>

City of Moorpark - 805-517-6224

<http://moorparkca.gov/documentcenter/view/276>

City of Ojai - 805-646-5581

<http://ojaicity.org/public-works-department/>

City of Port Hueneme - 805-986-6500

<http://www.ci.port-hueneme.ca.us/index.aspx?nid=924>

City of Thousand Oaks - 805-449-2500

<https://www.toaks.org/government/depts/community/applications.asp>

City of Santa Paula – 805-933-4226

<https://spcity.org/143/Apply-For>

City of Simi Valley - 805-583-6861

<http://www.simivalley.org/index.aspx?page=55>

The Fire Districts most common fire safety conditions are listed below.

1. **Emergency Vehicle Access:** A 20 feet clear emergency vehicles access road shall be maintained to the front entrance of the occupancy.
2. **Fire Protection Equipment and Systems:** Fire hydrants, fire extinguishers and fire protection systems shall be maintained operational and accessible at all times. A serviced 2A:10BC rated fire extinguisher shall be provided and mounted in all areas not to exceed 75 feet of travel. Fire extinguishers, fire sprinkler systems, fire alarm systems and kitchen hood fire suppression systems shall be serviced in accordance with required intervals.
3. **Cooking:** Cooking appliances shall be protected by a with a kitchen hood fire suppression system and a class K rated portable fire extinguisher. Hoods shall be cleaned as required to prevent the build-up of grease.
4. **Outdoor Propane Heaters:** Propane heaters shall not be used inside buildings or enclosed patios. Outside use shall comply with manufactures clearances from combustibles and shall not block exits. Propane storage shall be in a secure non-public accessible exterior location.
5. **Generators:** All generators shall be isolated from the public by a fence or other enclosure. Each generator shall be provided with a serviced 2A:10BC rated fire extinguisher.
6. **Electrical Permit:** All temporary electrical systems shall be permitted in accordance with the local building and safety department and maintained in accordance with the National Electrical Code.
7. **Tent Permit:** A tent permit shall be required and obtained from the Fire District for tents over 400 square feet and canopies over 700 square feet. A total square footage shall be calculated for multiple tents and canopies without a minimum of a 12 feet separation. A [Fire Code Permit Application](#) and [Fee](#) information is available online. A Fire District Prevention Safety Officer shall be required when the occupant load inside the tent is greater than 500.
8. **Open Flame and Candle Permits:** An open flame and candle permit shall be required and obtained from the Fire District in connection with assembly areas.
9. **Exits:** Exits shall be maintained operational and clear of obstructions.

**Contact Information:** It is the applicant's responsibility to obtain all required permits from the Fire District in addition to the Permit issued by the City/County. Additional permit fees and fire safety information is available at [vcfd.org](http://vcfd.org) or by calling the Fire Prevention Bureau at (805) 389-9738.

**Fire Code Permit Applications are required to be submitted directly to the  
Ventura County Fire Protection District.**