



CITY OF LARAMIE
FIRE DEPARTMENT
Life Safety and Fire Prevention Division
P.O. Box C
Laramie, WY 82073-0830

(307) 721-5332
FAX (307) 721-5333
TDD (307) 721-5295

Haunted House Application

Name of Event Sponsor: _____

Address of Haunted House: _____

Contact Person: _____ **Telephone #:** _____

Dates & Times House to be Open: _____

Specify a Date and Time for the House to be Inspected prior to Opening to the Public:

Three complete sets of floor plans (scaled drawings) shall be submitted to the Life Safety and Fire Prevention Division a minimum of ten working days prior to the scheduled opening of the haunted house.

- a. The plans shall detail the route of the haunted house tour and shall also show furnishings, temporary and permanent walls, tunnels, mazes, lighting fixtures, special effects, etc.
- b. The exit routes from within all rooms, tunnels passage ways to a safe discharge on a public way shall be shown on the plans.
- c. An emergency exit shall be provided approximately every 100 feet along the haunted house route. Tour guides shall be familiar with all exits.

Laramie Fire Department Requirements for Haunted Houses

1. All haunted houses shall conform to the City of Laramie adopted Building Code requirements for temporary buildings or structures. Temporary structures not contained within a permanent building shall be fully self-supporting and capable of withstanding wind and snow loading conditions. The City of Laramie Code Enforcement Division may be asked to evaluate all such structures for safety. Their recommendations as to the safety of such structures shall be corrected prior to the house being opened to the public.
2. No fire protection systems (alarms or sprinklers) in any building shall be obstructed by the construction of this haunted house. Building exit signs and emergency lighting units shall

not be obstructed or obscured in any manner. Electric exit signs and emergency lighting units shall be fully operational and shall be checked each day for proper operation. Any defects found shall be corrected prior to the public being admitted. Building exit doors shall not be covered or altered in any manner and shall be readily identifiable as exit doors. Required exits shall not be locked and shall be openable from the interior with the use of a key or any special knowledge or effort. Exit shall open in the direction of egress. Exits shall not be blocked from the outside of the building by vehicles, barricades, or any other means. Ceiling shall not be less than 7 feet in height.

3. "NO SMOKING" signs shall be posted at the entrance. A "NO SMOKING" policy shall be enforced by the sponsoring entity and the sponsors shall make a "No Smoking" announcement to each tour group prior to entry.
4. Trained staff members equipped with working flashlights shall escort each group through the haunted house. Staff members must know the interior maze, exit facilities, and enforce "no smoking" restrictions within the area. Escorts shall account for each person entering and exiting the haunted house-i.e. 5 in/ 5 out. A responsible party shall have a means to summon emergency assistance (telephone or cell phone) available at all times when patrons are touring the haunted house. The number of persons to be included in each tour group shall be limited to an easily manageable number. No more than one group shall be escorted through the house at any time.
5. No readily combustible material (curtains, walls, sawdust, wood shavings, loose/baled hay or straw, table skirts, drapes, etc.) shall be used for construction or decoration in the haunted house unless it is flame retardant as supplied from the manufacturer (NFPA 701 certified). Other materials shall be treated with a Life Safety and Fire Prevention Division approved flame-retardant chemical utilizing approved application methods. The use of PLASTIC SHEETING OF ANY TYPE IS NOT ALLOWED unless documentation as to the flame retardant properties of the product is provided to the Life Safety and Fire Prevention Division. Certification from the manufacturer or labeled product packing is required. The Life Safety and Fire Prevention Division shall conduct a flame test of all black plastic and locally treated decorations prior to the event opening to the public. ANY MATERIALS FOUND NOT TO BE FLAME RETARDANT WILL RESULT IN THE HAUNTED HOUSE NOT BEING ALLOWED TO OPEN UNTIL ALL NON-TREATED COMBUSTIBLE MATERIALS ARE REMOVED OR PROPERLY TREATED. THE FLAME RETARDANT PROPERTIES SHALL BE DOCUMENTED BY AN L.F.D. REPRESENTATIVE.
6. All electrical wiring must conform to the National Electrical Code for temporary installations. Extension cords shall be rated for the appliances served and shall be protected from physical damage at all times. Extension cords shall be inspected for damage prior to installation. Damaged cords shall not be used. Cords shall not run through doors, walls, ceilings, etc. Power taps (plug strips) may be used provided they have a built-in circuit breaker and are plugged directly into an approved, permanently wired receptacle. Any new wiring shall be installed by a licensed electrician. The City Electrical Inspector may be asked to evaluate all temporary wiring and devices for compliance with the NEC.
7. Fire extinguishers with a minimum 2A rating must be placed every 75 feet of travel distance. The haunted house staff must know where they are and shall be trained in their use.

8. One battery-powered single station smoke detectors shall be installed at the ceiling level for each 900 square feet or fraction thereof of space occupied by the haunted house. The detectors shall be installed according to manufacturer's instructions. Activation of any smoke detector shall result in the main building lights being turned on at full intensity by a person designated to monitor the smoke alarms and stationed at the necessary light switch or controller whenever guests occupy the haunted house.

9. No open flames (such as candles, torches, or burners) are allowed. Heat sources (light fixtures, etc.) shall not be placed within 30 inches of combustible materials.

Signature of Responsible Party: _____

Printed Name: _____

Signature indicates that the person who signed this document has read that above requirements for a operating a haunted house within the City of Laramie and agrees to comply with said requirements. A Certificate of Occupancy will not be issued unless the haunted house and procedures comply with said requirements.

An on-site consultation and inspection of the "haunted house" must be conducted by Laramie Fire Department personnel before a Certificate of Occupancy is issued. Haunted Houses without a Certificate of Occupancy will be shut down.

If you have any questions or would like a pre-construction consultation, please contact the Life Safety and Fire Prevention Division at 721-5332.

