



**Boston Fire Department
Fire Prevention Division
1010 Massachusetts Avenue – 4th Floor
Boston, MA 02118**

**CANDLE USAGE GUIDELINES, DEFINITIONS AND
APPLICATION FOR USE OF CANDLES IN A PLACE OF ASSEMBLY PERMIT**

The Boston Fire Department (BFD) prefers the use of LED lighting as opposed to an open flame whenever possible. Candle usage in Places of Assembly is considered a form of open burning regulated by 527 CMR 1.00 and the Boston Fire Prevention Code. **Candles shall require a permit for use in restaurants and function facilities.** Votives & tea lights will not ordinarily require a permit in restaurants and function facilities provided they adhere to the BFD guidelines pertaining to votive use for these establishments*

*(See votive guidelines). To ensure that candles adhere to industry standards, we recommend the use of candles with cautionary fire-safety labeling and instructions applied by the manufacture. (Examples found at <http://candles.org/fire-safety-candles/read-the-label/>).

Facility requirements:

The facility holding the Boston Fire Department Place of Assembly Permit must apply for and obtain a BFD General Permit for the Use of Candles in a Place of Assembly.

- Facility must have a monitored fire alarm system with the alarm panel indicating normal operating status.
- Fire extinguishers must be readily available, clearly marked and located as referenced in NFPA 10
- Facility must adhere to the requirements of 527 CMR 1.00(c) 20.1.5.6 pertaining to assignment and duties of a Crowd Manager.
- A candle permit will **not** be approved for use groups designated as night clubs, bars, and dance halls.
- A candle permit will **not** be issued for use in a tent or any temporary enclosure. (Refer to guidelines for votive& tea light use).

Permit Application Requirements:

- A completed BFD application for a Candle Permit along with a fee of \$50.00
- Additional submittals with your application include:
 - Submit a clear 8x10" color photo of each different candle assembly design.
The photo must show a ruler for scale and provide the measured width of the bottom of each base.
 - A detailed written description of the entire candle assembly, including dimensions, must be provided for each design.
Each item listed in the candle assembly must be described in detail with dimensions provided. (Example: Candle assembly #1 consists of a 4-inch tall by 5-inch diameter fishbowl shaped clear glass votive filled with a 2-inch tall by 2-inch wide brown square votive housing a 1-inch tall by 1-inch (1 ounce wax candle).
 - Certificates of fire resistance or an application for a representative sample for any incorporated decorative material (artificial vegetation, ribbons banners etc) must be provided to the Department Chemist for approval **at least 30 days** prior to the event.
 - Provide an acceptable 8x10 seating plan indicating the location of all fire extinguishers and exits along with a narrative that explains the number and display location of each candle design assembly. (Example: candle design #1 is used as a center piece on (15) 12 ft round dining tables in Ballroom. Design #2 totaling (3) shall be placed on head table at every 4th place setting).

Candle requirements:

- No** gel, or home-made candles / **No** floor standing candleabras or assemblies. (Class IIIB combustible fuel cells are allowed)
- No** placement of candle assemblies in any aisle, exit access, or exit.
- No** dried flower or similar dried vegetation shall be incorporated in or near any candle assembly.
- No** more than one candle assembly per table except for longer banquet or head tables where the total number will be specified on the application and reviewed for approval.
- No** Paper, plastic or similarly combustible table coverings are allowed.
- Candles shall be enclosed within a non-combustible chimney approved for such use. Shades may be used provided they are non-combustible
- Chimneys shall be firmly attached to the base and tall enough to prevent accidental injury or ignition of combustible objects coming in contact with or on placed on top of the device. Candle holders shall be wider than the candle, and capable of collecting all drippings.
- To prevent overturning, the assembly base or candle holder must be a stable design that will return to the upright position if tilted to an angle of 45 degrees. (Bottom weighted as opposed to top heavy)
- The flame tip **shall** be a minimum of **1 inch** below the rim of the enclosure. Wicks **shall** be trimmed to ¼ inch or less before use
- Artificial* decorative flowers and *artificial* decorative vegetation may be part of a candle assembly and shall be flame resistant or flame retardant and certified by the Department Chemist. Such materials shall not be directly attached to the candle or arranged so that said material can come in contact with the flame.
- Candle assemblies shall be kept a minimum of 12 inches from other combustible materials nearby to prevent accidental contact with drapes, curtains, clothing or any other readily combustible materials.
- Candle assemblies must be placed only where approved for use. After use, candles shall be extinguished and allowed to cool and shall be properly stored or discarded.
- The District Chief may disapprove or set the conditions for the use of any candles determined to be excessive or non-compliant with this regulation. This includes the addition of a BFD Paid Fire Detail which is the Permit Holder's responsibility.

VOTIVE & TEA LIGHT (No Permit or BFD Paid Detail Required)

The BFD allows the use of votives & tea lights in restaurants and function facilities without a permit or a BFD Paid Detail provided they are used in compliance with BFD regulations.

GENERAL REQUIREMENTS:

- ❑ Votives are limited to **one per 4 place settings for banquet or head tables** otherwise **one per table** and secured in a stable, non-combustible enclosure located to avoid the danger of ignition of any combustible material. No placement on shelving, ledges or auxiliary use tables
- ❑ Votives may be **wax** or **Non refillable Class III B Combustible liquid fuel cells no greater than 15 hour capacity**.
- ❑ The flame tip *shall* be a minimum of **1 inch** below the rim of the enclosure. No part of the flame should be capable of accidentally injuring persons or igniting clothing or any other material.
- ❑ Should the votive tip over it should not have any combustibles within a 12" circle to ignite or it shall self extinguish.
- ❑ Wicks shall be trimmed to **¼ inch** or less before lighting.
- ❑ Paper, plastic and similarly combustible table coverings are prohibited.
- ❑ After use, votives shall be extinguished and allowed to cool and shall be properly stored or discarded.
- ❑ **Votives that exceed the allowable number, placed near or incorporated into any floral or decorative arrangement, or placed anywhere except dining surfaces are required to obtain a Permit for Candle use in a Place of Assembly.**
- ❑ If votives are used in an establishment and subsequently found through inspection by a BFD inspector or fire officer to be unsafe, excessive or non-compliant with this regulation, the inspector/officer shall immediately order removal of the hazard and will refer the matter to the BFD Fire Prevention Division for review and consultation with the District Chief. The BFD reserves the right to set conditions or prohibit future use. *(The disposition could include prohibiting further votive use, require the establishment to obtain a BFD Candle in a Place of Assembly Permit, or the assignment of a Boston Fire Department Paid Fire Detail. Such required BFD Paid detail is the Permit Holder's responsibility.)*

RESTAURANTS:

- ❑ The Boston Fire Department allows the use of *votive and tea light candles on tables in restaurants during food service hours but in all cases shall be extinguished no later than 11PM.*

BANQUET HALLS AND SIMILAR FUNCTION FACILITIES:

- ❑ The Boston Fire Department allows the use of votive and tea light candles on tables in banquet halls and function facilities *where dinner is provided and seating is designated based on invitation or number of tickets sold.*
- ❑ In facilities servicing weddings and similar events that transition primarily to entertainment and bar service following dinner, facility staff shall extinguish any votive that are unattended or in close proximity to activities that would increase the likelihood of accidental tipping or contact by any object or person.

VOTIVE USE IN TENTS:

Votives may be allowed in tents provided the **Tent** has been Permitted for use by the BFD, and all applicable precautions noted for votives in function facilities are adhered to. The District Chief upon review of the application may require a paid detail or set conditions deemed suitable for the hazard.

DEFINITIONS: *(As defined by the BFD)*

VOTIVE: *(As defined by the BFD)* A small cylindrical wax candle, usually about 1½ inches in diameter and 2 or 2½ inches high, or a non refillable Class III B Combustible liquid fuel cell no greater than 15 hour capacity, designed to be placed in a "cup" or votive holder to hold the liquefied wax that results from burning. The holder is approved and intended for such use and has a rim at least 1 inch above the highest point of the flame within.

CANDLE ASSEMBLY: *(As defined by the BFD)* Candle assemblies are comprised of a stable, non-combustible base. An attached noncombustible candle enclosure approved for such use, the candle or fuel cell, and any other items included in these arrangements (plant or floral arrangements, ribbons, statues, rocks, etc.). Flames are enclosed within the non combustible enclosure

TEA LIGHT: *(As defined by the BFD)* a small, cylindrical, filled wax candle -- usually about 1 inch in diameter and 1½ inches high -- often poured into a metal holder. Tea lights shall also be situated within an approved holder intended for such use with a rim at least 1 inch above the highest point of the flame within.

TAPER: A slender candle – typically 6 to 18 inches high and sometimes called a dinner candle – designed to be held securely upright by a candle holder.

PILLAR: A free-standing candle, usually having a diameter of 3 inches or more. Despite the name, pillars or column candles can be round, square, hexagonal, etc. Although they stand on their own, they must be burned on a heat-resistant candleholder.

CONTAINER, JAR OR FILLED CANDLE CONTAINER, A candle that is poured when manufactured into a glass, metal or ceramic container specifically designed to hold the wax and withstand the heat of the burning candle...

SPECIALTY CANDLE: An unusually shaped or sculpted free-standing candle, often depicting a three-dimensional object or designed to be viewed primarily as decorative artwork, and sometimes called a novelty candle.



Boston Fire Department
Fire Prevention Division
1010 Massachusetts Avenue - 4th Floor
Boston, MA 02118
Tel: 617-343-3447 Fax: 617-343-2197

For BFD Internal Use Only:
Payment Received Date:
Payment Number:
Customer ID:
Permit Number:

APPLICATION FOR USE OF CANDLES IN A PLACE OF ASSEMBLY

Completed Permit to be: Mailed E-mailed Picked up

STARTING DATE: STARTING TIME:

APPLICANT NAME:
(Facility issued Place of BFD Assembly Permit)

APPLICANT ADDRESS:
Number Street
City State Zip Code PHONE:

FAX: E-MAIL ADDRESS:

Permit to be exercised at the following location:

Number Street City Fire District

Facility Information

BFD Assembly Permit Number: Occupancy Limit

Use Group: (Circle) Function Hall, Restaurant, Banquet Facility, Other (spec)

Type of Function Number of Attendees

- Yes No Ticketed or Invitation required function
Yes No Bar, Dance Hall, Nightclub
Yes No Tent or Temporary Structure
Yes No Sprinklered Building
Yes No Active Alarm: Monitoring company (Central station /Master Box)
Yes No Crowd Manager per 527 CMR 1.00

Application Submittals

- Yes No Completed Application and \$50.00 fee
Yes No Clear 8x10 color photos of each different style candle assembly
Yes No Detailed description of each candle assembly with dimensions included
Yes No Seating plan with narrative indicating display locations, exits and extinguisher locations.
Yes No Certificates of Flame Resistance for all additional decorative material being used flame certificate numbers (s): (List Below)

Candle Requirements

Total number of candle arrangements

- Yes No Are candles enclosed per guidelines
Yes No Candle meets requirements of BFD guideline for candles in Places of Assembly

Applicant Signature:

I attest that I have read and will abide by the BFD guidelines pertaining to candle use in Place of Assembly.