

**City of Garden Grove  
Community Services Department  
CMC / CYC / SC**

**REQUIREMENTS FOR USE OF CANDLES, OPEN-FLAME  
DEVICES AND PATIO HEATERS  
ATTACHMENT C**

If you wish to have flame candles or a patio heater at a City rental facility, the following requirements, pursuant to California Fire Code, Appendix Chapter 1 Section 105.6 and 6.20.1-3 must be met:

**CANDLES AND OPEN-FLAME DEVICES**

- A permit must be obtained from the GG Fire Department
- At least two weeks prior*** to the event, event holder ***must take and show a sample*** of the intended candleholder to the GG Fire Department for review and permitting.
- An appointment is required. Please call (714) 741-5600 to schedule an appointment.
- A \$45 fee is charged for this permit. Payment may be made in the front office of the GG Fire Department in the form of cash or Money Order made out to the City of Garden Grove.
- If the GG Fire Department allows use of the desired candleholder after the fee is paid and the candleholder has been reviewed, the Fire Department will issue a permit to the event holder.
- At least seven (7) days prior to the event, the permit must be submitted to the office of the CMC.
- Requirements state that the permit must be posted in a conspicuous place during the event, so staff will maintain the permit copy in the contract folder.
- If you arrive to set-up your event and a Fire Permit has not been provided, event staff will not allow use of the flame-lit device.

**THINGS TO CONSIDER WHEN CHOOSING YOUR CANDLE DÉCOR...**

- The candleholder must prevent the spillage of liquid fuel or wax even if accidentally tipped over.
- The device or holder shall be constructed so that it will return to the upright position – not fall over - after being tilted to a 45 degree angle. EXCEPTION: Units that self-extinguish if tipped over are permitted. Restrictions apply.
- The flame shall be fully enclosed, except openings/cut outs may be allowed as follows:
- Openings on the side may not be more than 3/8 inch in diameter.
- Openings on the top, and the distance to the top, may be such that a single layer of tissue paper placed on the top will not ignite in 10 seconds.
- Candleholder chimneys/necks must be made of noncombustible materials and securely attached to the flame-lit device. EXCEPTION: The chimney need not be attached to any open-flame device that will self-extinguish if the device is tipped over.
- If candle lamp shades are used, they must be made of noncombustible materials and securely attached to the open-flame device holder or chimney
- Sterno may be used but according to manufacturer's recommendations. Food serving containers using sterno as a heat source must be set back at least six inches (6") from the edge of the table.
- Fuel canisters must be safely sealed for storage.
- Storage and handling of combustible liquid must be in accordance with the California Fire Code, Chapter 34.

**\*Before purchasing your desired candle units, please make an appointment to take one unit to the GG Fire Department for review.\***

**UNACCEPTABLE FLAME LIT DEVICES**

- Candelabras with flame-lighted candles are prohibited.
- Open-flame table top heaters are prohibited.
- The use of sparklers is not permitted on the grounds, inside or outside.
- Paper flame-lighted lanterns are not permitted.
- The following combustible liquid categories are not permitted for flame lit devices:
  - Class I; Class II liquids, and LPG.
  - No gasoline, Coleman fuel, lamp oil, or white gas
- If you wish to use UNLIT CANDLES FOR DÉCOR, all wicks must be completely cut down.

**PATIO HEATERS**

- Use of Patio Heaters at a City facility must meet the following:
  - Free standing patio heaters must be LP-Gas; no open flames; no table top or oil lamps
  - Patio heaters shall be listed and used in accordance with their listing and the manufacturer’s instructions.
  - Patio heaters shall not be placed within five (5) feet; from exits.
  - Liability insurance is required.

As authorized by: City of Garden Grove Fire Department  
11301 Acacia Parkway, Garden Grove, CA 92840  
Office (714) 741-5600 Fax (714) 741-5640

Resolution No. 8458-02 Permit Fees, Fee Schedule July 23, 2002  
and the Liquefied Petroleum Gas Code 6.20.2.1 -6.20.6.3

**\*Before purchasing your desired candle units, please make an appointment to take one unit to the GG Fire Department for review.\***

**I have read and understand the above information and agree to comply with all of the above stated policies.**

\_\_\_\_\_  
(PRINT) Client’s Name

\_\_\_\_\_  
Client’s Signature

\_\_\_\_\_  
Date

***Center Staff: Please make copy for contract records***