SCOPE: To provide a guide for the use of candles or an open flame in an assembly area. If the event is to be held in a tent or canopy, a Tent Permit may also be required. **THIS IS NOT A PERMIT.** This is a guideline designed to ensure maximum fire safety when using candles. Candle permits are issued by the Santa Barbara City Fire Department Fire Prevention Bureau on a case by case basis.

1. PERMIT SUBMITTAL PROCESS
Candle permit submittals shall include:
   A. Current permit fee
   B. Completed Permit Application including:
      1) A description of the event or ceremony
      2) A floor plan of the area

2. GENERAL REQUIREMENTS
   A. Class I and II flammable liquids and liquefied petroleum gases shall not be used.
   B. All devices or holders shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
   C. Liquid or solid fuel devices (such as wax) containing more than 8 ounces must self-extinguish if tipped over.
   D. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. **Exception:** Units that self-extinguish if tipped over and do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
   E. The flame shall be enclosed, except as follows:
      1) Openings on the sides shall not be more than 3/8 inch in diameter.
      2) Openings on the top and the distance to top shall be such that a single layer of tissue paper placed on the top will not ignite in 10 seconds.
   F. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the device. **Exception:** The chimney need not be attached to any device that will self-extinguish if tipped over.
   G. Fuel canisters shall be safely sealed for storage.
   H. Storage and handling of combustible liquid shall be in accordance with Chapter 3 of the California Fire Code.
   I. Shades, if used, shall be made of non-combustible materials and securely attached to the device, holder or chimney.

3. CANDLES USED IN CONNECTION WITH CEREMONIES
   J. Candles used in churches, lodge halls and similar places shall be limited to areas out of the reach or way of the occupants using the area.
   K. Candelabras with lighted candles shall be securely fastened in place so that they cannot tip over. They shall be located away from possible contact of drapes, curtains or other combustibles.
   L. Candelabras shall be high enough that clothing does not come in contact with the flame.
   M. When, in the opinion of the Fire Code Official, adequate safeguards have been taken; participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.