

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol and
Gambling
Enforcement

Bureau of
Criminal
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Driver
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Emergency
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Minnesota
State Patrol

Office of
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Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal



State Fire Marshal

445 Minnesota Street • Suite 145 • Saint Paul, Minnesota 55101-5145
Phone: 651-201-7200 • Fax: 651-215-0525 • TTY: 651-282-6555
www.dps.state.mn.us

October 11, 2019

«VENUE»
«MAILING_ADDRESS»
«CITY1», «STATE1»«ZIP1»

Dear property owner,

The number of agricultural buildings being converted into assembly occupancies is growing in Minnesota. Recent events with these types of facilities have raised concerns with state legislators and fire safety professionals. Our office has been asked to research fire and life safety in these venues.

We are accomplishing this in two ways:

- Collecting information and data based on a survey.
- Conducting inspections at some of these facilities.

Attached you will find the following:

- One-page survey asking about the fire and life safety features at your facility.
- Self-addressed envelope for return mailing.

Please complete the enclosed survey, sign it, and return it to us in the self-addressed envelope by November 1, 2019. If it is easier, in lieu of mailing, you are welcome to scan the completed survey and e-mail it to us at fire.code@state.mn.us.

The Minnesota State Fire Marshal Division wants your business to be successful while providing a safe and enjoyable experience for people visiting your venue. If you have any questions, feel free to call 651-201-7221 or e-mail us at the e-mail address shown above.

Sincerely,

Jon Nisja, Supervisor
Minnesota State Fire Marshal Division

**Non-Traditional Assembly Occupancy Survey
(Wedding Barns, Wineries)**

Date:	Facility / Venue Name:
Address:	City / State / Zip Code:
Survey Completed By (please print name):	Signature of Person Completing the Survey:

By signing above, I certify that this information is true and correct to the best of my abilities.

1. What is your advertised capacity (number of occupants)? _____
2. What is the size of the following spaces (either supply the dimensions or the number of square feet)?
 - a. Dance floor: _____
 - b. Table & chair seating (typically used for dining purposes): _____
 - c. Chair seating (typically used for ceremonies and programs): _____
 - d. Lobbies or waiting areas: _____
3. How many levels or stories are used by patrons? 1 (Main level only) 1+ (Main level and mezzanine or balcony) 2 (Main level plus basement or 2nd level) 3 or more
4. Is your venue protected with a fire sprinkler system? Complete-all rooms and areas Partial (some rooms or areas) None
5. Is your venue protected with a fire alarm system? Complete-all rooms and areas Partial (some rooms or areas) None
6. How many exit doors are there from your building? 1 2 3 4 5 or more
7. Are exit doors openable from the inside without the use of a key or special effort? Yes No
8. Do all exit doors have panic hardware (i.e. "crash bars")? Yes No
9. Do all exit doors have lighted EXIT signs? Yes No
10. Does your building have emergency lights that come on in the event of a power failure? Yes No
11. Is food served? Yes No If so, is food prepared or cooked on-site? Yes No
12. Are open flames used? Yes-candles Yes-warming food No No-electric candles only
13. What materials line the inside walls and ceilings? Rough sawn lumber Wood paneling Plaster Gypsum wallboard (i.e. "sheetrock") Masonry (brick or block) Foam plastics Exposed insulation Other-please describe: _____
14. How is your building heated? Furnace-forced air Boiler-hot water or steam heat Solid-fuel (wood or pellets) Solar heat Radiant heating system Electric heat Portable space heaters Not heated
15. What is the fuel source for the building's heat source? L.P. Gas Natural Gas Fuel oil Electricity Natural (solar or geothermal) Kerosene Other: _____
16. Are extension cords used only for portable appliances or devices? Yes No
17. How is the building insured? Barn/Agricultural use Storage use Assembly use Other: _____ How much liability insurance do you carry? _____