



Standard Operating Procedures

**Fire Prevention Services
Office of Campus Safety**

The University of Texas at Austin

304 E. 24th Street, SER Suite 202, Austin, TX 78713

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SCOPING & APPLICATION

TEMPORARY DECORATIVE LIGHTING

The following provides requirements for the permitting, installation and use of Temporary Decorative Lighting at the University of Texas at Austin.

Temporary Decorative Lighting, including string lights and holiday light sets, can produce excessive heat posing a fire danger if they are not utilized properly. Installation of string lighting in University buildings are subject to the following restrictions. Lights used in any manner that is not consistent with these restrictions will be treated as a violation of the prohibited items policy and will be subject to immediate removal.

1. A temporary decorative lighting permit is required for any installation of temporary decorative lighting in buildings at the University of Texas at Austin.
2. Temporary decorative lighting is not allowed in University Housing dormitory rooms.
3. Temporary decorative lighting is not allowed in buildings that are not fully sprinkled.
4. ONLY LED type lights or fiber optic lighting are permitted. Lights with any other type of bulb are prohibited.
5. Temporary decorative lighting shall be required to be tested and listed for conformance with UL 588, Standard for Seasonal and Holiday Decorative Products.
6. Temporary decorative lighting used for holiday lighting and similar purposes shall be listed and shall be labeled on the product.

7. Temporary decorative lighting shall be plugged directly into a wall outlet, an UL approved electrical surge protector with built-in circuit breaker or shall be battery powered.
8. Manufacturer's instructions shall be followed regarding the maximum number of light sets that may be interconnected.
9. The permit holder shall physically examine the lights when setting them up and shall assure that there are no loose bulbs, frayed or exposed wiring sections, or other defects, which could pose a hazard. Defective light sets shall not be used. Use of electrical tape or other method of repair shall not be permitted.
10. Temporary decorative lighting shall be supported in place at intervals that ensure they will be protected from physical damage. Support shall be in the form of staples, cable ties, straps or similar type fittings installed so as not to cause damage.
11. Vegetation shall not be utilized for support of overhead spans of branch circuits or feeders.
12. Lights shall not be hung from, supported by or attached to fire sprinklers in any manner.
13. Lights shall not be hung over doorways, across ceilings or in any hallway or corridor areas. These areas shall be kept clear as a means of exit in an emergency.
14. Lights shall not be hung in bathrooms or around kitchen sinks or other locations where water is present.
15. Temporary decorative lighting shall be protected from accidental damage. Sharp corners and projections shall be avoided. Temporary decorative lighting shall not pass through doorways or other pinch points.
16. Temporary decorative lighting shall not be installed on the floor or on the ground.
17. Lights shall not be installed such that they are in contact with paper, fabric, tapestries or other combustible materials.
18. Lights shall only be on during times when people are present in the room. When the room is unoccupied, temporary decorative lighting shall be turned off.

19. Lighting shall be removed after a period not to exceed ninety (90) days from the date the permit is issued.

Applying for a Temporary Decorative Lighting Permit

Complete the Temporary Decorative Lighting Permit application, found on the Fire Prevention Services (FPS) website at:

<https://fireprevention.utexas.edu/Temporary%20Lighting%20Permit%20Application>

Submit via email to:

Stacey.Alley@austin.utexas.edu and reasley@austin.utexas.edu.

The permit application shall be submitted a minimum of fourteen (14) days prior to the actual desired installation date. FPS will respond to permit applications within seven (7) days. All permits shall be kept for the duration of the installation and shall be available for inspection by Fire Prevention Services or the State Fire Marshal's Office.