

**THE FOLLOWING ITEMS MUST BE COMPLETED AND ACCOMPANY YOUR APPLICATION FOR A CARSON CITY SPECIAL EVENT PERMIT:**

- Provide a General Liability Insurance binder naming Carson City as additionally insured in the amount of \$1,000,000(if applicable)(example attached)
- Provide a Liquor Liability Insurance binder naming Carson City as additionally insured in the amount of \$1,000,000 (if applicable)(example attached)
- Authorization Letter from Property Owner if event is held on Private Property
- List of Vendors selling/serving merchandise, food, or liquor at event (form attached)
- Provide detailed layout of the event (example attached)
- Verification notice to all residents/tenants affected by street closure (form attached)

• Applications need to be submitted 30 working days prior to the event to guarantee permit approval.

• Incomplete applications will not be accepted.

**SUBMIT COMPLETED APPLICATIONS TO THE FOLLOWING ADDRESS:**

Carson City Business License Division  
108 E. Proctor St.  
Carson City, NV 89701  
(775) 887-2105

Fees required for a Special Event Permit are as follows:

<u>Type of Event</u>	<u>Fee</u>
Special Event Permit (Non-Profit)	\$ 21.30/day
Special Event Permit	\$ 53.25/day
Vendor Fees	\$ 2.15/day/vendor
Temporary Liquor License (5 days maximum)	\$ 20.00/day

**A permit must be obtained from the Carson City Health Department (775) 887-2190 if food or beverage is being served to the public; Individual food vendors are responsible for obtaining their own permit.**

**A separate permit must also be obtained from the Carson City Fire Department (775) 887-2210 for carnivals or fairs (indoor or outdoor), tent(s), or the use of open flame.**

**Liquor must be purchased from a licensed State of Nevada Wholesale Distributor (list attached).**

**Insurance Terms and Conditions**

**General Liability Insurance**

If the Special Event will be in any portion of Carson City's right-of-ways or on the sidewalk, Special Event applicants must provide general liability insurance coverage for the specific dates of the event naming the "City of Carson City, its officers, employees, and agents" as an Additional Insured for a minimum of \$1,000,000 per occurrence. The policy must be obtained from a carrier licensed to do business in the State of Nevada.

**Liquor Liability Insurance**

If liquor will be sold, served, or dispensed in any portion of Carson City's right-of-ways or on the sidewalk, the vendor serving the alcohol must provide liquor liability coverage naming the "City of Carson City, its officers, employees, and agents" as an Additional Insured for a minimum of \$1,000,000 per occurrence. If the event organizer is going to act as the alcohol vendor, then he must provide the liquor liability coverage. If several vendors are serving alcohol, each vendor must provide a certificate of insurance for the required liquor liability coverage, naming the "City of Carson City, its officers, employees, and agents" as Additional Insured. The policy must be from a carrier licensed to do business in the State of Nevada.



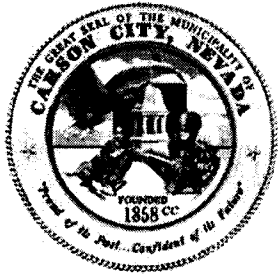
CARSON CITY SPECIAL EVENT APPLICATION

Special Event Permit #: \_\_\_\_\_

Incomplete or illegible applications will not be accepted.

Submittal Date: \_\_\_\_\_

1	Type of Permit		<input type="checkbox"/> Special Event Permit		<input type="checkbox"/> Special Event Permit with Food, Liquor, and Street Closures		
			<input type="checkbox"/> Special Event Permit with Food		<input type="checkbox"/> Special Event Permit with Street Closures		<input type="checkbox"/> Special Event Permit with Liquor
2	Type of Entity		<input type="checkbox"/> Commercial		<input type="checkbox"/> Non-profit		
3	Business or Organization Name				4	Business Phone Number	
5	Name of Event Organizer				6	Event Organizer Phone Number	
7	Email Address						
8	Business Address			City	State	Zip Code	
9	Mailing Address			City	State	Zip Code	
10	Event Address				11	Total Number of Vendors	
12	Streets Being Closed						
13	Date and Time Event Begins		Date and Time Event Ends		14	Estimated number of attendees	
15	Event Description						
16	I have read and accept all conditions and requirements in regards to this event as stated in CCMC Section 4.04.077 and Section 4.13.240.						
	Applicant's Signature _____				Date _____		
17	<b>OFFICE USE ONLY</b>						
	Permit Fees		FEE		Permit Checklist		
	Special Event Permit Fee				Vendor List		
	Special Event Permit Fee (Non-Profit)				Verification Notice Form		
	Vendor Fees				Authorization Letter from Property Owner		
	Temporary Liquor License				Event Layout		
	<b>TOTAL FEES DUE:</b>				Copy of General Liability Insurance		
	Payment Type				Copy of Liquor Liability Insurance		
	Received By		Date				



**Carson City**  
**Business License Division**  
108 E. Proctor St.  
Carson City, Nevada 89701  
(775) 887-2105

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Indemnification Hold Harmless Agreement

Permittee shall indemnify, defend, and hold harmless, the City from any and all claims, demands, actions, attorney's fees, costs and expenses based upon or arising out of any negligence of the permittee or its associates, employees, subcontractors and other agents while performing activities within the scope of the permit. Permittee further agrees that to the extent any losses or damage to public property caused by any negligence of the permittee or associates, employees, subcontractors and other agents while performing activities within the scope of the permit which is not covered by insurance, such property will be repaired or replaced at the sole cost and expense of permittee. This shall be done to the satisfaction of the City within 10 working days after the Special Event activities have ceased.

Please indicate your acceptance of the foregoing by signing and printing your name in the space provided below.

Event Name: \_\_\_\_\_

Business or Organization Name: \_\_\_\_\_

Event Organizer Printed Name: \_\_\_\_\_

Event Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Carson City Health Department

## Application for a Temporary Food Permit

**FOR OFFICE USE ONLY**

Date Paid: \_\_\_\_\_  
 AMT Paid: \_\_\_\_\_ Late Fee: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Receipt Number: \_\_\_\_\_  
 Nonprofit Tax ID#: \_\_\_\_\_

Please submit application with payment to health department 5 days prior to event or an additional late fee will be charged.

1. Event:	Location of Event:
2. Dates of Event: _____ Through _____	Begin Time: _____ End Time: _____
3. Business/Organization/Food Service Represented:	
4. Applicant's Name:	Phone _____
5. Applicant's Address:	Fax _____
6. Person(s) in Charge at Food Service Site:	
7. Location of Advanced Preparation:	

	Prep Begins _____	Prep Ends: _____
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8. Please List All Foods to be Served:	FOODS NOT LISTED ON THE MENU WILL NOT BE ALLOWED TO BE SERVED			
FOOD ITEM	*PREP - ON OR OFF SITE	COOKING PROCEDURES	HOLDING HOT OR COLD	SERVING HOT OR COLD

**\*According to NAC 446.950 subsection 4 No food prepared or stored in a private home may be used, stored, served, offered for sale, sold, given away or offered to the public in a food establishment. This permit is for a temporary food establishment and falls under the above statement. Any food found to be prepared at home will be discarded on site and possible revocation of permit.**

9. Describe: Cold/Hot Holding Equipment:	Cooking/Reheating Equipment::
10. If Food is Transported to the Food Service Site: What is the Length of Time in Transport: _____ How is the Food to be kept Hot or Cold?	
11. Stem-Type (0-220 degrees F.) food thermometer available? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>REQUIRED</b>	
12. Water Source: _____	Wastewater Disposal: <input type="checkbox"/> Sewer <input type="checkbox"/> Holding Tank
13. Handwashing Facilities: <input type="checkbox"/> Plumbed Sink or <input type="checkbox"/> Gravity Flow Container <b>(As a minimum, you need 2 gallons in an insulated container with a spigot, a covered bucket for wastewater, pump soap container and paper towels)</b>	
14. Utensil Washing Facilities: <input type="checkbox"/> Plumbed 3-compartment sink <input type="checkbox"/> Adequate supply of clean utensils for daily operation or <input type="checkbox"/> Other	
15. Garbage disposal: <input type="checkbox"/> Cans or <input type="checkbox"/> Dumpsters	
16. Food Booth Construction:	
I hereby consent to inspection by the HEALTH DEPARTMENT and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary food service requirements.	

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_



CARSON CITY HEALTH & HUMAN SERVICES  
900 E. Long Street, Carson City, NV 89706  
(775) 887-2190 – Fax (775) 887-2248

## Food Vending at Temporary Events

CCMC 9.05.030.1: "It is unlawful for any person to operate a food establishment without a valid permit issued to him by the health authority."

**All vendors seeking a temporary health permit must submit an application for a temporary health permit to the Carson City Health & Human Services office at least 5 business days before the date of operation.** All fees (listed below) must be paid prior to application review and approval to operate. Late fees will be assessed on all applications received less than 5 working days prior to the event.

All vendors seeking a temporary health permit ***MUST ALSO*** contact the Carson City Business License Office, at (775) 887-2105. Please allow ***a minimum of 14 days*** to go through their process of obtaining a temporary business license.

Event Duration	Event Fee	Late Fee
day	\$25.00	\$25.00
2-7 days	\$50.00	\$35.00
8-14 days	\$75.00	\$40.00
Farmer's Market	\$75.00	\$40.00

*Non-profit organizations which provide a non-profit tax id# and Food Establishments operating under a current Carson City Health Permit are not charged Event Fees. Late fees will be assessed on all late applications.*

***NOTE: HEALTH INSPECTORS CANNOT COLLECT FEES IN THE FIELD***

Complete the entire application including the bottom portion. Incomplete applications will cause a delay in the review process and may prohibit you from operating a temporary food establishment.

After the application is approved, an environmental health inspector will conduct a routine inspection of your temporary food booth at the start of food operations.

If the inspector determines the food booth is in compliance with the temporary food vending requirements, you will be issued a health permit to operate. Post the permit copy in a conspicuous, observable place for the duration of the temporary food operations.

If you have submitted your application on time and been given an approval, you are allowed to operate before receiving an inspection and your copy of the permit.

**YOU WILL NOT BE ALLOWED TO OPERATE A TEMPORARY FOOD ESTABLISHMENT** if you do not have a permit for operation and/or your temporary food booth is not in compliance with Carson City regulations.

## Minimum Requirements for Food Preparation and Handling

1. Food booths must have an overhead structure and an acceptable floor surface approved by the health authority.
2. Foods (including ice) must be from an approved source, i.e., restaurant/grocery store/a source approved by the health authority. **Food prepared in a private residence is strictly prohibited.**
3. Potentially hazardous foods served at a temporary food establishment must be prepared and served in the same day and must not be saved for service on the following day.
4. Minimum cooking temperatures required are as follows:
  - a. Chicken and Hot Dogs 165 degrees Fahrenheit (°F)
  - b. Ground Beef: 155 degrees
  - c. Pork: 155 degrees
  - d. All other foods: 145 degrees
5. Hot foods must be held at 140°F or greater. Gas or electric hot holding units are preferred.
6. Heating or cooking equipment must be placed in an area inaccessible to the public.
7. All foods that require reheating must be quickly and thoroughly heated to 165 °F within 30 minutes prior to being held or served.
8. Foods that require cold storage must be held at 40°F or below.
9. A metal stem thermometer is required at each food booth handling any potentially hazardous foods (i.e. raw meats, hot dogs, chilli, potatoes, rice, beans, etc.). The thermometer should have a range of at least 0°F to 220°F and accurate to  $\pm 2^\circ\text{F}$ .
10. Raw meats or poultry must be stored and prepared so they will not contaminate other foods.
11. A hand wash station is required at each food booth. A minimum of two gallons of water dispensed by a spigot, pump soap, paper towels and a catch basin/bucket (for gray water).
12. Cloth sanitizing towels used during the event must be stored in sanitizing bucket with proper mix of 100 parts per million (ppm) of chlorine solution. Place approximately one tablespoon of bleach per gallon of water.
13. Food service utensils must be washed, rinsed and sanitized in a three-step approved method or an adequate supply of clean utensils must be available for daily operations.
14. All food and paper products must be stored off the ground.
15. Condiments must be dispensed from a pump or served in single-service packets.
16. Booths that offer food samples must serve individual portions so that contact with food products is minimized (i.e. on individual plates or with toothpicks). **Common bowls are strictly prohibited.**
17. Baked goods must be displayed under a cover or in a display case. Baked goods will be served with tongs or other devices that minimize or eliminate human contact.
18. An ice scoop with a handle must be used to serve ice to customers. The scoop must be stored in an upright position so that the handle does not come into contact with ice. Ice or ice products may not be exposed to sources of contamination.
19. Suitable dispensing utensils, adequate in number, must be used when serving food. Utensils must be stored in the food with the handle of the utensil extended out of the food.
20. Solid waste and garbage must be stored in a leak proof container with tight fitting lids.
21. All liquid waste must be contained and disposed of in a sanitary sewer.

## Hand Washing and Other Food Safety Quick Tips

Good personal hygiene is a critical protective measure against food borne illness. In addition, customers frequently judge a food service operation by observing the personnel serving them.

### **WASH YOUR HANDS FOR AT LEAST 20 SECONDS.**

This is usually the length of time it takes to sing "Happy Birthday"

- Before handling any foods
- Before putting on gloves
- After handling raw foods and before handling foods that do not require cooking.
- After using the restroom, smoking, touching your face, hair or contact with body fluids.

### **ALL PERSONNEL HANDLING FOODS SHOULD BE VISIBLY HEALTHY AND NOT HAVE:**

- Colds and/or Coughs
- Diarrhea or Stomach Flu

### **ALL PERSONNEL SHOULD BE DRESSED APPROPRIATELY FOR SERVING FOOD**

- Wear clean clothing and adequate hair restraints
- No jewelry, watches, rings, bracelets, or finger nail polish
- No smoking or eating while handling food or in the food prep area

### **SANITATION OF YOUR WORK AREA**

- Always keep a clean, sanitary work environment
- Frequently clean counter, equipment and all work surfaces with sanitizing solution
- To clean food prep areas: keep wiping cloths in a bucket of clean water with bleach (about 1 tablespoon per gallon of water)
- Keep food serving utensils in a container of bleach solution and change solution frequently

### **FOOD SAFETY TIPS**

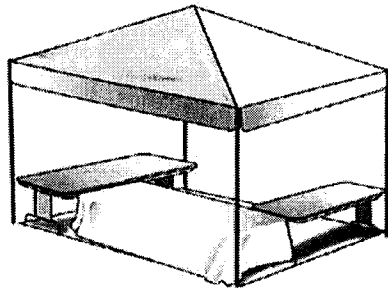
- Potentially Hazardous foods are those that support the rapid growth of organisms that cause food borne illness. Such foods include: meats, cut melons, dairy products, gravies, rice, potatoes and beans
- Pre-processed, pre-cooked foods that are ready-to-serve and individually wrapped or sealed, are best for temporary food booths
- Keep all unsealed foods protected from contamination – especially from flies. Keep lids on all serving dishes or Saran Wrap on all containers without lids

This is only a partial list of the requirements for temporary food establishments and shall not be construed to be exclusive. Contact Carson City Health & Human Services at (775) 887-2190 for more information.

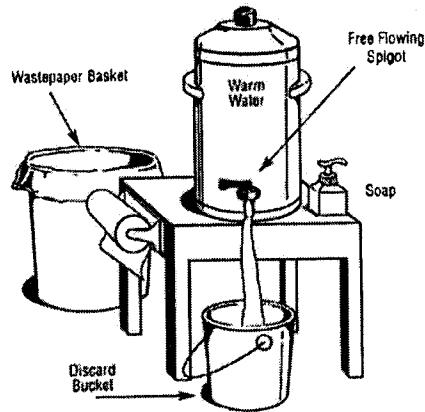
### ***Booth Set-up Diagrams***



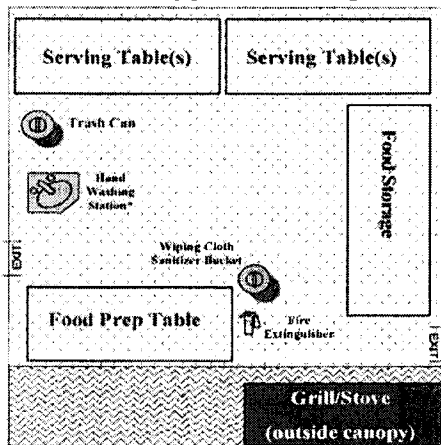
### Sample Canopy Set-up



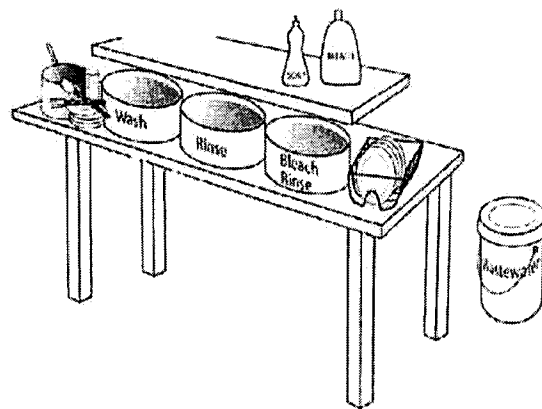
### Sample Minimum Hand Wash Set-up



### Sample of suggested set up under canopy

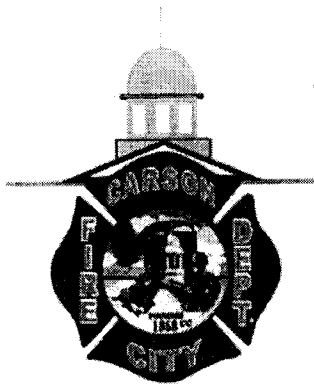


### Suggested utensil washing set-up



### Sample Food Booth Setup





# CARSON CITY FIRE DEPARTMENT

*"Service with Pride. Commitment. Compassion"*

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## Fire Prevention Planning Guide For Special Events

This guide outlines the fire safety requirements found in the 2012 International Fire Code (IFC) with Northern Nevada Amendments. The Carson City Fire Department (CCFD) is committed to insuring safety for all vendors and participants at community events and has created this guide for your use. Utilizing information in this guide will help you host an organized event with minimal last minute disruptions to correct code violations.

This guide summarizes fire safety requirements to be used by event promoters and/or permit applicants. This guide is a tool to be used by an event planner to prepare your Fire Prevention Permit Application and to advise vendors of the fire safety requirements for the event. In CCFD review of the permit application, you may be advised of necessary additions and/or requirements that must be met before the event occurs.

Not all sections of this pamphlet apply to every event. You only need to be concerned with the sections that cover the activities in your event. An example is tents. If your event doesn't involve a tent, you can disregard that section.

The 2012 International Fire Code applies to all events permitted or unpermitted.

### **When is a Fire Prevention Permit required in addition to the City Special Event Permit?**

A permit is required when any of the following are proposed to operate

- CARNIVAL OR FAIR (INDOOR OR OUTDOOR)
- TENT
- USE OF OPEN FLAME

### **How do I apply for a permit?**

- City Special Event Permit applications can be obtained at the Special Event/Business License Office located in the Carson City BRIC at 108 E. Proctor Street in Carson City or from the City's website at <http://www.carson.org> under the Business License page.
- Call the CCFD Fire Prevention Division at 775-887-2210 to find out if your event requires a fire department permit.

### **When will I receive my fire department permit?**

- You will be contacted by a fire inspector to schedule a fire inspection prior to the opening of your event. There may be additional inspections conducted in the duration of the permit to confirm continued compliance with conditions as approved.
- Once your fire inspection is complete and all violations corrected you will be issued your Fire Prevention Permit. Your permit will only be valid during dates listed on the permit. An extension of the permit may only be granted by request with possible additional inspections by CCFD.
- Your permit must be posted on-site for the duration of your event.
- Any permit issued may be suspended or revoked by CCFD if the conditions of the permit have been violated OR any false statement or misrepresentation of information provided in the application or plans from which the permit issuance was based were made.

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### **Section 1 Site & Seating Plans**

Planners with events that require a permit must attach a scaled and detailed floor or site plan to the permit application.

The plans must show the following (if applicable):

- Location and width of all stages, platforms, physical structures, fences, exit doors, aisles in large exhibitor areas, and the main event aisle ways.
- Seating arrangement-including any tables and chairs.
- Location, size, and identification number of exhibits, booths, cooking booths, and other display spaces.
- Location and size of propane (LPG) containers and/or helium tanks.

- Location and width of the fire lanes and the location of fire hydrants.
- Distance from tents to property lines, fences, and structures.
- Location of fire extinguishers, egress lighting, and exit signs.
- Description of decorations (i.e. draping, balloons, misc. decorations, etc.)
- Vehicle layout (for vehicle displays)
- Location of dumpsters and waste receptacles.
- Designated smoking areas (if provided)

## **Section 2 Candles, Heaters and Open Flames**

Candles, heaters and other open flame devices add ambience and comfort to a special event but must be used with extra caution. Listed below are safe permitted uses of candles, heaters and open flames.

- Candelabra's shall be secured in place and located away from exits, combustibles and people.
- Hand held candles shall not be passed from one person to another while lighted.
- Flammable liquid (canned heat) used for food preparation is limited to 1 oz. containers or 1 quart containers with a controlled pouring device that limits flow to 1 oz. serving.
- If food preparation is being done at a table where guests are seated, a wet towel must be readily available to smother a possible fire or cool a burn.
- Use approved liquid or solid fuel non-spill containers for decorative lighting. Secure to prevent overturning. Decorative shades must be non-combustible.
- Class I and II flammable liquids (i.e. kerosene and gasoline) and propane shall not be used for decorative or lighting purposes indoors or in tents or under canopies.
- Only electrically powered portable heating equipment with high limit/tip-over protection may be used in buildings, tents and canopies.
- Patio/umbrella type heaters (gas or electric) are allowed for outside venues as long as they maintain clearance from combustibles per listing and are secured to prevent tipping. Must be located at least 5' from buildings and exits or exit discharges.

## **Section 3 Combustible Materials**

- Combustible merchandise being displayed should be limited to a reasonable quantity.
- Reserve supplies and merchandise shall be kept in closed containers and stored neatly.
- Waste materials, such as empty cardboard boxes and packing materials, must be removed from the exhibit area daily.
- Promoters shall ensure that trash pickup is provided for the event and the exhibitors daily.

## **Section 4 Cooking & Food Warming Equipment**

If cooking is approved for your event, you must use an approved appliance and provide adequate number and type of fire extinguishers. A minimum 4A: 40 BC portable fire extinguisher and wet towel are to be available in each cooking area. A Type K portable fire extinguisher must be available if deep fat frying or woks are used.

For additional fire extinguisher requirements see Section 10 Portable Fire Extinguishers.

Additional requirements must be met for cooking in tents, canopies or booths see Section 15.

For examples of approved cooking equipment options see Appendix II.

Listed below are approved cooking/warming appliances:

- Microwave and electric ovens
- Electric steam tables
- Electric cook top griddles
- Electric single well deep fat fryer or wok
- Natural gas cooking that are UL listed
- Gas fired appliances shall be placed on a non-combustible surface. If the manufacturer's instructions require the equipment to be vented to the outside, it must be done.
- Propane/butane is prohibited to be used indoors
- Multi-well deep fat frying equipment is prohibited unless an approved self-contained hood, ventilation, and suppression system is provided.
- Single-well cooking equipment using cooking oils shall:
  1. Have lids for immediate use to cover and smother a fire
  2. Be limited to 288 sq. inches of cooking surface
  3. Be placed on a non-combustible surface
  4. Be separated from other single-well cooking equipment by a minimum horizontal distance of 2 ft.

**\*\*\*Any cooking device that is indoors, in a trailer, and/or in a combustible booth and creates grease-laden vapors shall be provided with an approved hood and extinguishing system, or be the type with a self-closing lid or other form of self-extinguishment approved by CCFD.**

**All hood ventilating systems are required to be installed in accordance with the International Mechanical Code and be cleaned prior to the start of the event and as often as needed to prevent the build-up of grease during the event.**

### **Section 5 Decorative Materials**

Decorative materials are typically used to make a sales area more appealing to customers. Many of the combustible items used such as wood lath, decorative fabric and plastic or foam signs, are a fuel source for fast developing fires. The following requirements apply to decorative materials:

- Combustible decorative materials, excluding table covers, shall be flame resistant. Wood less than 1/4" thick shall be treated with a flame-retardant coating.
- Foam plastic objects including mannequins, murals, and signs shall cover less than 10% of a wall, ceiling, or floor area.

*Note: If the material is not flame resistant, fire retardant products can be purchased and applied to the material by the vendor or by a professional.*

### **Section 6 Electrical**

Safe use of electrical cords will keep your event's power need running without interruption. For examples of approved cords please see Appendix page 10. The following are specific requirements for the use of extension cords and power strips/taps:

- Residential type (small gauge cord) extension cords are not allowed to be used. Extension cords shall be a minimum 14 gauge, three conductor size with polarized or grounded plug and receptacle.
- Home-made or spliced cords are not to be used.

- Extension cords may be used when plugged directly into outlet. Chaining of cords or power strips is prohibited.
- Multi-plug adapters (i.e. cube adapters) are not allowed in commercial or temporary occupancies.
- Relocatable power taps (power strips) may be used when plugged directly into outlet and equipped with a built in circuit breaker.
- Extension cords used outdoors must be plugged into a GFCI protected outlet.
- Protect cord if it will be subject to foot traffic or unusual weight or tension. Cords may be protected by plastic (office style) cord covers or wood constructed (ramp style). Duct tape may be used to secure a cord if it is placed perpendicular across the cord not horizontally covering the cord.

An electrical permit is required if temporary electrical service or equipment is installed. Contact the Building Department for electrical permit information.

### **Section 7 Occupant Load**

A building used for exhibits, entertainment, feeding or instructing more than 50 people shall be assigned an occupant load. It is the responsibility of the promoter and the building owner to ensure that the maximum number of people allowed in an area is not exceeded.

- Established occupant load limits shall be maintained by the facility. An occupant load sign (issued by CCFD or Carson City Building Div.) may be required to be posted.
- A means to monitor the occupant load in a room shall be used. One approved method is to use hand-held counters to track incoming and outgoing people.
- Standby personnel may be required for the sole purpose of maintaining occupant load limits.

### **Section 8 Seating Arrangements**

Seating plans shall be included in your Site & Seating Plan (Section 1). Adequate exiting must be provided when developing seating plan.

- When using over 200 chairs, the chairs must be bonded together in groups of three or more.
- Minimum distance between front/back of folding chairs is 12" measured from the front edge of the seat to the back edge of the seat back in front of it.

### **Section 9 Exiting and Aisle Widths**

Adequate exits must be provided for all events.

- Aisles and exits shown on approved site or floor plans must be kept clear and free of obstructions at all times.
- Easels, signs, displays, etc. must not be placed in the aisles or exit paths from all areas of the event.
- Exits and aisles may only be used for exiting. No displays, tables or other objects may be placed in hallways or exits.
- Provide minimum 48" aisles for exiting when using over 200 chairs and 40" aisles for 200 chairs or less.

**Section 10 Portable Fire Extinguishers**

Portable fire extinguishers are required at all events. A fire extinguisher is an effective means to extinguish a small fire but must only be used by a person who is confident in their abilities to use it safe and effectively. Most commercial buildings will have fire extinguishers distributed throughout however additional ones may be required depending upon your event use of the building. Note fire extinguisher locations on your site plan when applying for permit. Meet the extinguisher requirements for your type of event.

To provide adequate fire extinguisher coverage the following must be met:

- At least one minimum 2A: 10 BC portable fire extinguisher must be provided.
- A minimum 4A: 40 BC extinguisher is required if an open flame and/or cooking will be present. Extinguisher must be located within 30’ of the cooking activity.
- A minimum 3A: 40 BC extinguisher must be provided when a generator is in use. Extinguisher must be located in the vicinity of the generator at all times generator is operating.
- Extinguishers shall have a current service tag (serviced within the last 12 months).
- Place extinguishers adjacent to exits and/or in the paths of egress.
- Promoter/planner may require each booth/vendor to provide an extinguisher for their area or extinguishers must be provided with maximum travel distance of 75’ (unless otherwise required by CCFD) from any point in the event space.
- Extinguishers must be located in plain sight, mounted so that the top of the extinguisher is no higher than 5’ above the floor.
- Notify vendors/booth operators of the locations of fire extinguishers.
- For OUTDOOR events the following matrix may be used to plan for an adequate number of extinguishers.

<b>Portable Fire Extinguisher Requirements for Outdoor Events</b>			
<b>Type of Event</b>	<b>Extinguisher Placement Requirements</b>		
Select the category that most resembles your event. If the category is not shown, contact CCFD	Maximum 75 foot travel distance to extinguishers	Maximum 50 foot travel distance to extinguishers	Event Promoter may opt to require each vendor or booth to have an extinguisher.
<b>Carnival midways</b>	X		X
<b>Carnival rides</b>	Every ride shall have at least one 2A: 10BC portable extinguisher		
<b>Cooking booths using oil, any event</b>	Cooking booths shall have at least one 4A: 40BC portable extinguisher. Deep fat frying or use of WOKs require a Type K extinguisher		
<b>Fair midways</b>	X		X
<b>Street markets or fairs</b>	X		X
<b>Tents</b>	see section 16	see section 16	
<b>Note:</b> During the review of your permit application the reviewer may determine additional portable extinguishers are required.			

### **Section 11 Flame Retardants and Fire Resistive Materials**

Flame retardants are used to treat a variety of materials to inhibit the spread of fire. Some materials, such as most plastic tarps, cannot be treated with flame retardants unless done by the manufacturer. Products treated with flame retardants must bear proof of treatment and provided to the fire inspector upon request. Proof of treatment may consist of providing a copy of the product label or specification sheet and/or verification that the product was applied according to manufacturers specifications.

Fire resistive materials/products must bear label from manufacturer indicating it meets fire resistive standards.

### **Section 12 Propane (LPG) Use**

LPG may not be used indoors. For outdoor use the following requirements must be met:

- LPG tanks may only be located on the exterior of buildings, booths, portable concessions or tents.
- LPG tanks shall be a minimum of 10 feet from combustible vegetation and trash containers.
- LPG tanks shall be located a minimum of 20 feet from a potential ignition source
- LPG tanks shall be located so they are not in contact with direct flame, high heat situations or sparks.
- LPG tanks must be secured from falling. Method of securing tank must be sturdy and capable of preventing tank movement.

### **Section 13 Exhibit Booths and Sales Displays**

- The travel distance within a booth or vendors exhibit area to an accessible exit aisle shall not exceed 50'.
- Booths constructed of combustible materials, foam, cloth, plastic or wood (using less than 2" x 4" dimension lumber) must comply with flame retardant requirements in Section 11.
- Booths, tables and/or displays must be solid/stable and not susceptible to collapse
- Booths, tables and display areas shall be clearly defined so exhibits do not encroach into aisles and exits.
- Booths, displays and products must not block exit doors, electrical panels, roll up fire doors, fire alarm pull stations or sprinklers.
- Keep combustible displays and/or products at least 18" below bottom of sprinkler heads or 24" from ceiling in a non-sprinklered building.
- Keep combustibles at least 36" from heat sources.
- Booths or displays must not interfere with fire sprinkler or fire alarm system performance.

### **Section 14 Tents and Canopies**

**Tents with at least one side panel exceeding 400 sq. feet and tents with no side panels exceeding 700 sq. feet require a separate Fire Prevention Permit. The permit application must include a site and seating plan.**

Tents must meet the following requirements:

- Tents are not allowed inside a structure.