

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE PREVENTION BUREAU	Policy No. <u>I-47a</u> Issued: <u>4/18/05</u> Revised: <u>New</u> Pages: <u>1</u>
<b>POLICIES AND PROCEDURES</b>	
SUBJECT: <b>OUTSIDE EXHIBITION</b>	

**THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT HAS DEVELOPED THE ATTACHED SUPPLEMENTAL REGULATIONS PURSUANT TO ARTICLE 1, SECTION 101, OF THE CALIFORNIA FIRE CODE, TITLE 19, AND THE CALIFORNIA CODE OF REGULATIONS AS ADOPTED BY ORDINANCE 2002-32. IT IS INTENDED THAT THESE SUPPLEMENTAL REGULATIONS BE USED AS A GUIDE FOR ESTABLISHING A REASONABLE DEGREE OF FIRE AND LIFE SAFETY RELATIVE TO THE SAFE OPERATIONS OF: CARNIVAL'S, FOOD BOOTH OPERATIONS, STREET FAIRS, TENTS, OUTSIDE PUBLIC DISPLAYS AND SPECIAL EVENTS. (i.e. grad nights, haunted houses, maze's, etc...)**

**INFORMATION & PROCESSES**

**It is the responsibility of event coordinators (i.e. City officials, Chamber of Commerce, park officials, community groups, church groups and private organizations etc...) to ensure that all primary users and operators are provided copies of the attached supplemental. Event coordinators are ALSO responsible for ensuring that permit requirements be maintained throughout the duration of event.**

**Application** - An application shall be made through the Fire Prevention Bureau in such form and detail, and shall include attached plans/drawings as required, a minimum of 2-weeks prior to the event. Where laws or regulations are enforceable by other agencies or departments, joint approval shall be obtained. (105.3) CFC

**Permit** - The Fire District will issue the appropriate permit(s) directly to the event coordinator upon inspection. Such permit(s) shall not take the place of any license or other permit(s) required by law. Operations not in compliance with Contra Costa County Fire Protection District policies, procedures and regulations may result in immediate suspension of the activity. (105.8) CFC

**Inspections** - The event coordinator prior to the beginning of the event shall provide a direct means of communications with the Fire Inspector. (i.e. cell phone number, portable radio etc...)

**Fire District requires 5-working days notice for scheduling.**  
**Inspections are scheduled by calling (925) 941-3323 during**  
**regular business hours.**

CONTRA COSTA COUNTY  
FIRE PROTECTION DISTRICT  
FIRE PREVENTION BUREAU

Policy No. I-47  
Issued: 7/20/04  
Revised: 4/29/05  
Pages: 6

## POLICIES AND PROCEDURES

SUBJECT:

**OUTSIDE EXHIBITION – FOOD BOOTH OPERATIONS**

THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT DEVELOPED THIS SUPPLEMENTAL REGULATION PURSUANT TO ARTICLE 1, SECTION 101 OF THE CALIFORNIA FIRE CODE AS ADOPTED BY ORDINANCE 2002-32. IT IS INTENDED THAT THIS SUPPLEMENTAL REGULATION BE USED AS A GUIDE FOR ESTABLISHING A REASONABLE DEGREE OF FIRE AND LIFE SAFETY RELATIVE TO FOOD BOOTH OPERATIONS.

### PERMIT INFORMATION

- Permit Required.** A permit for conducting an outside exhibition (carnival/fair permit Addendum No. 43C and/or tent permit Addendum No. 43T) shall accompany the food booth operations where applicable. Such permit shall not take the place of any license or other permit(s) required by law. Requirements shall be maintained throughout the duration of event. (105.8) CFC
- Application.** Food booth operations application shall be made through the Fire Prevention Bureau in such form and detail, with attached plans as required a minimum, 2-weeks prior to the event. Applicants shall list all vendors and shall complete all applicable elements of the application on page 5 of this document, for each vendor. (105.3) CFC
- Inspection.** An inspection is required prior to granting approval for the use of any food booth. Where laws or regulations are enforceable by other agencies or departments, joint approval shall be obtained. Fire District permit/inspections require 5-working days notice for scheduling. **Inspections are scheduled by calling (925) 941-3323 during regular business hours.** (105.4) CFC
- Supplemental Regulations - Revocation.** Food booth operations not in compliance with Contra Costa County Fire Protection District policies, procedures and regulations shall result in suspension of food booth operation and activities.
- Site Plan.** A food booth operations layout plan shall be submitted with permit application. The submitted plan shall be a detailed sketch relatively drawn to scale (see example on page 6). The plan shall clearly identify adjacent structures or uses, property lines, fire protection equipment, emergency vehicle access, amusement rides, other food booth operations, concession booths, and generator locations. The plan shall also show the locations of all “approved” interior cooking appliance(s) and required exits or exit pathways. Where street closures are proposed, provide verification of closure or other permit(s) from the local Police Department /Agency.

## **GENERAL**

- All food/cooking booths shall be located no closer than 20 feet to: buildings, amusement rides and non-food booth (i.e. display only booths). (2504.3.2) CFC
- Food booth operations utilizing tents over 200 square feet or canopies over 400 square feet shall also comply with Fire District Addendum No. 43T. (3200) CFC
- All cooking booths utilizing tents or canopies are required to be manufactured fire retardant with tags affixed to the membrane **or** materials maybe treated with an approved flame retardant and shall be maintained in fire resistant condition. **Note:** Membranes, without tags, maybe tested in the field by Fire District personnel. (Article 4) CCR T19
- An Emergency Vehicle Access (EVA) shall be provided and maintained providing a minimum 20-foot wide, 13.5 foot high unobstructed clearance between rows of booths, displays, exhibits or any other structures that are part of the event. (902.2.2.1) CFC
- Decorative materials shall be labeled fire resistive by a State Fire Marshal seal or be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the Fire District. (Chapter 8, Article 1 CCR) Title 19
- Smoking is prohibited within all booths, tents, or canopies. (1109.4) CFC

## **FOOD BOOTH OPERATIONS INVOLVING DEEP FAT FRYING**

It should be recognized these provisions have been significantly modified to permit limited use of deep fat frying operations inside food booths. These modifications have been made conditioned upon Contra Costa County Department of Health Services and the California Health and Safety Code requiring that deep fat frying operations be conducted within an approved fully enclosed booth.

### **It should be further recognized that deep fat frying operations inside booths and/or tents is potentially hazardous.**

Food booths conducting deep fat frying operations shall comply with the following:

- Deep fat frying operations shall only be permitted in a minimum 10 x 20 foot booth. Booths, if formed by tents or canopies, shall be certified flame retardant and have attached California State Fire Marshal flame-retardant label.
- Two exits are required from food booths with deep fat frying operations and shall be located at opposite ends of the booth. Both exits may exit out the backside of booth.
- Deep fat frying operations is limited to a maximum of 10 gallons of cooking grease.
- Deep fat frying appliance(s) shall have a minimum 18-inch clearance from booth walls.
- Deep fat frying appliance(s) shall have a 36-inch working clearance around the front and both sides at all times.
- Deep fat frying appliance(s) shall be located no closer than 3 feet to an exit.
- Surfaces shall be kept clean of any residual grease build-up.

- Booths where deep fat frying operations are being performed requires one type 'K' rated portable fire extinguisher.

### **COOKING OPERATIONS**

- All weeds and dry vegetation shall be cleared a minimum of 30 feet from all booths, amusement rides, operating equipment, or other event operations. (3221.2) CFC
- All cooking and heating operations shall maintain a clearance of 18-inches between appliances and the interior walls of the tent, canopy fabrics and/or other combustible materials. (Article 4) CCR T19
- All exits shall be a minimum 24-inches in width and shall be clear of obstructions. (1204.2.2) CFC
- All cooking appliances when used inside of a booth or tent shall be FM, UL, or NSF evaluated and approved. All cooking appliances shall have an affixed label from FM, UL, NSF or documentation from the appliance manufacturer indicating the cooking appliance has been approved for this use. (3216.1 & 8203.2.1.8) CFC (307.1) CMC
- STERNO when used shall be maintained in an approved holder and shall not be in contact with paper and/or cloth materials. (1109.3) CFC
- Only commercially sold and packaged lighter fluids or electric starters shall be used. (3215.2) CFC
- Cooking appliances utilizing charcoal or wood shall be located outside food booths a minimum 36-inches from the exterior walls of the booth and other combustible materials. (3215.2) CFC
- Clean all cooking surfaces regularly to reduce accumulations of grease. (1005.2.8) CFC

### **LPG (Liquid Petroleum Gas)**

- LPG fuel cylinders are prohibited inside booths, canopies & tents. (3216.4.2) CFC**
- LPG fuel cylinders in use shall be secured in an upright position, protected from accidental damage or tampering, and having the tank shut-off valve accessible. (3216.4) CFC
- LPG fuel cylinders not in use shall be turned off and shall be stored a minimum 20 feet from booths and secured in an upright position and protected from accidental damage or tampering. (5.4.3) NFPA 58
- Portable cylinders shall be of adequate capacity to permit uninterrupted operations during normal operating hours. Changing cylinders shall be conducted only when the appliance is not in use and cooled down sufficiently to inhibit ignition of vapors. (2504.4.2) CFC

NOTE: **Manifolding of cylinders together is prohibited.** (3.4.8.4) NFPA 58

- Individual propane and/or LPG fuel cylinders shall not exceed 25-gallon water capacity or 100 pounds and are prohibited inside all booths, tents, or canopies. Propane cylinders shall be equipped with safety devices. (101.4 & 8207) CFC
- Regulators, hoses, piping, valves, and fittings shall be “approved” or “listed” for their intended use. (3216) CFC

### **FIRE PROTECTION APPLIANCES**

- All food booth operations shall have a minimum of one 2A-10BC rated fire extinguisher. (This is in addition to the "K" type extinguisher required for deep fat frying operations). (2504.4.4) CFC
- Fire extinguishers must be clearly visible, readily accessible, and located adjacent to exits or exit pathways, no closer than 10 feet of cooking appliances. (1-6.3) NFPA 10
- Fire extinguishers shall have been purchased or serviced within the past 12-months. Proof of service shall be by certified tag, dated cash register receipt or manufacturer date stamp on fire extinguisher. (4-5.1.1) NFPA 10
- Fire extinguisher gauge shall register in the operable range. Plastic indicator on the pull pin shall be in place. (4-3.2) NFPA 10
- Food booth operations shall not obstruct fire hydrants. (901.4.3) CFC

### **ELECTRICAL REQUIREMENTS**

- All electrical equipment and installations shall comply with the Electrical Code. A Building Department Electrical Permit is required for new wiring. (2504.2.4) CFC
- All electrical appliances, cords, and lighting fixtures shall be in good repair and UL listed for exterior use. (2504.2.4) CFC

### **MISCELLANEOUS FIRE SAFETY MEASURES**

- Remove combustible trash accumulations from in and around booth regularly. (3221.4) CFC
- Internal combustion power sources shall be isolated from contact with the public by physical guards, fencing, or an enclosure. (2504.4.3 & 3219) CFC
- Gasoline fueled appliances, equipment, and motor vehicles are prohibited within 20 feet of any booth. (3205.2 & 3219) CFC

Approved By: \_\_\_\_\_

Fire Marshal

**Contra Costa**



**Fire Protection**

Fire Chief  
KEITH RICHTER

**FOOD BOOTH OPERATIONS PERMIT APPLICATION**

EVENT: \_\_\_\_\_ Date(s): \_\_\_\_\_

Booth Sponsor: \_\_\_\_\_ Booth # \_\_\_\_\_

Booth Operator: \_\_\_\_\_ Telephone # \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

Dates and Hours of Food Booth Operations: \_\_\_\_\_

Type(s) of Food Being Served: \_\_\_\_\_

**Generator** Fuel Type: \_\_\_\_\_

**Cooking Appliances:**

**Type of appliance/cooker:** Bar-B-Q / Deep Fat Fryer/ Wok / Skillet/Hot plate

(circle one)

**Fuel type:** Charcoal / Wood / Electrical / LPG

(circle one)

**ATTACH ANY QUALIFYING DOCUMENTS TO USE APPLICATION!**

I HAVE READ AND UNDERSTAND THE ATTACHED Food Booth Operations requirements and agree to abide by all conditions required by the Fire District. A copy of this permit application shall be posted within the tent, canopy or booth or otherwise be available for the Fire District to sign.

I further understand there will be no exceptions or modifications to these requirements the day of the event. Any questions or requests regarding exceptions or modifications must be submitted with supporting documentation at time of Permit Application to the Fire Prevention Bureau a minimum 2-weeks prior to the event. A copy of this permit application shall be provided to the event organizer.

**Responsible Person** \_\_\_\_\_ **Date** \_\_\_\_\_

For further information please call the Fire District at (925) 941-3300  
2010 Geary Road, Pleasant Hill, California 94523 – (925) 941-3300 – FAX (925) 941-3309

SAMPLE FOOD BOOTH DIAGRAM



**VEHICLE DISTANCE FROM BOOTH = 20' (6096mm)**

**PROPANE TANK**  
Minimum 36 inches (914.4mm) from Booth walls ○

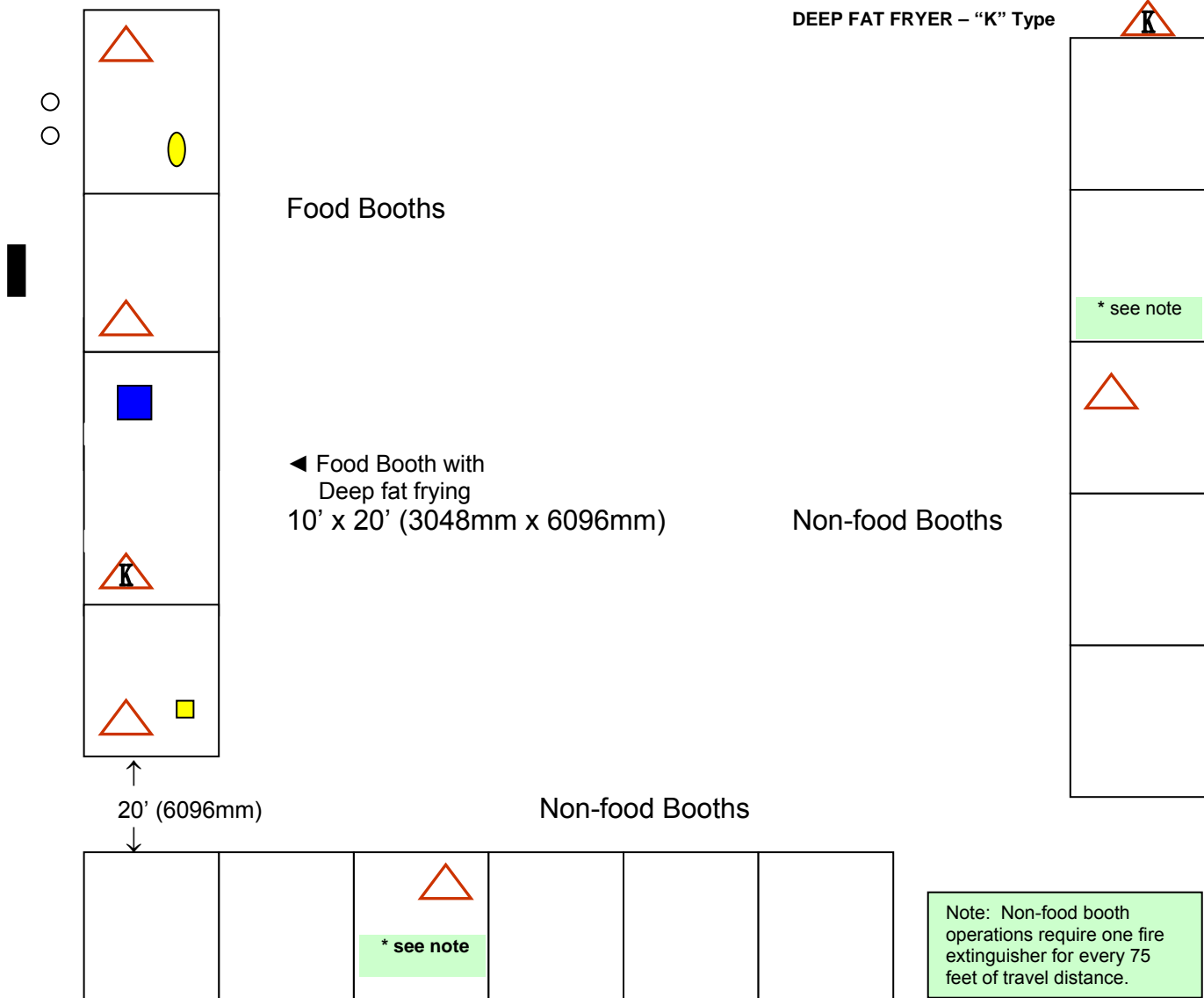
**BARBEQUE**  
Minimum 36 inches (914.4mm) from Booth walls ■

**ELECTRIC SKILLET** ●

**DEEP FAT FRYER**  
Minimum 18 inches (457.2mm) from booth walls ■

**ELECTRIC WARMER** ■

**FIRE EXTINGUISHER –2A10BC** ▲  
**DEEP FAT FRYER – “K” Type** ▲K



Note: Non-food booth operations require one fire extinguisher for every 75 feet of travel distance.