



*Est. 1907*

# CITY OF LODI FIRE DEPARTMENT

210 WEST ELM STREET  
LODI, CALIFORNIA 95240



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## Special Event Inspection Guidelines

### **Fire Access**

- A 20 foot fire lane shall be provided for all events for emergency access.
- No parking, display, or obstruction of any sort is permitted in front of Fire Hydrants, Fire Department Connections, or access doors to rooms containing fire protection equipment.
- Alleys must be kept clear for emergency access.

### **Tent Location**

- Tents must be located a minimum of twenty feet (20') from any permanent structure. Should conditions warrant, the distance may be reduced when approved by the Fire Marshal.
- Vehicles must be parked a minimum of twenty feet (20') away from the tent.
- Cooking tents must be separated from non-cooking tents by ten feet (10').
- A physical barrier must separate all cooking activities from the public.
- Exit openings shall be a minimum of three feet (3') in width and six feet, eight inches (6'8") in height.
- Exit pathways leading to an exterior safe area shall not be less than the width of the exit door and must remain clear at all times.
- Tents- sidewalls, drops and tops of tents and canopies shall be made of flame resistant material or treated with a flame retardant in an approved manner. A California State Fire Marshall tag shall be permanently fixed on the structure. (doesn't apply to EZ-Up style shade devices)
- Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure used as an assembly occupancy, except the materials necessary for the daily feeding and care of animals.
- Smoking shall not be permitted in tents or canopies used for assembly. "No Smoking" signs must be posted.

### **Portable Cooking Equipment**

Cooking is not allowed under EZ-Up style shade devices or patio umbrellas. Sterno devices are allowed inside an EZ-Up for warming of food.

All cooking equipment and its use must meet or exceed the following requirements:

#### ***Coleman Stoves or Equivalent***

- No gasoline or kerosene may be used.
- No fueling of a stove may be conducted in the tent/booth.
- No storage of fuel in the tent/booth.
- A minimum of eighteen inches (18") must be provided between the tent/booth backdrop material and cooking appliance. This clearance may be reduced with the permission of the Fire Marshal.
- Combustible material must be at least five feet (5') from any open flame.

### ***Butane or Propane Equipment***

- The maximum size of LPG tanks that can be used inside of a tent/booth is 1.5 gallons or less.
- LPG tanks with more than 1.5 gallons must be stored outside of the tent/booth.
- Stoves must have an on-off valve.
- Hoses must be of an approved type for use with the equipment.
- Tanks must be protected from damage and secured in the upright position.
- Butane or propane tanks cannot be stored in tent/booths.
- Tanks must be turned off when not in use.
- A minimum of eighteen inches (18") must be provided between the tent/booth backdrop material and cooking appliance. This clearance may be reduced with the permission of the Fire Marshal.
- Combustible material must be at least five feet (5') from any open flame.

### ***Charcoal Barbecue Cooking***

- Charcoal barbecue cooking is prohibited inside tents/booths.
- Charcoal cooking shall be performed in areas away from public access and shall be located a minimum of ten feet (10') from any booth with a minimum of twenty feet (20') from any permanent structure. This clearance may be reduced with the permission of the Fire Marshal. See Exhibit A-1.
- Only commercially sold charcoal lighter fluid or electric starters may be used (no gasoline, kerosene, etc.).
- Storage of starter fuel in the tent/booth is not permitted.
- Coals shall be disposed of only in metal containers that have been designated for such use and are approved by the Fire Marshal. Dumping of coals in trash containers is prohibited.

### ***Deep Fat Frying/Flambé Cooking***

- All cooking operations must be located in a separate enclosure where only cooking operations are performed, or located ten feet (10') from any booth.
- Such enclosures must conform to tent/booth construction requirements, however, the top of the enclosure must be open or, when required by the San Joaquin County Health Department, shall have a metal/flame retardant screening that is a minimum height of seven feet (7').
- Deep Fryers or any cooking that produces grease laden vapors will require a class "K" fire extinguisher.
- If a deep fryer is used in conjunction with a BBQ, it shall be at least three feet (3') away from the BBQ. See Exhibit A-1.
- Mobile food vendors (see below)

### ***Mobile Food Vendors with Deep Fat Fryers***

- A class "K" type fire extinguisher shall be placed within the vehicle in an accessible location near the cooking equipment.
- In addition to the class "K" fire extinguisher, a type "2-A-10BC" is required.

### ***Over 4.5 gallons of oil? The following must be followed:***

- Cooking equipment shall be equipped with a commercial kitchen hood and duct fire extinguishing system in compliance with UL300 standards.
- Fire extinguishing system shall be current with service and inspection records.
- Fire extinguishing system shall be equipped with a State Fire Marshal certification tag.

### ***Mobile Food Vendors without Deep Fat Fryers***

- A class "K" type fire extinguisher shall be placed within the vehicle in an accessible location near the cooking equipment.
- In addition to the class "K" fire extinguisher, a type "2-A-10BC" is required.

### ***Open Flame Sternos***

- Sternos used for heating food must be secured to a noncombustible surface to prevent tipping.
- All combustibles must be stored at least five feet (5') away from any sterno.
- Sternos must have lid to smother fire in case of emergency.
- Sternos should only be lit when in use.

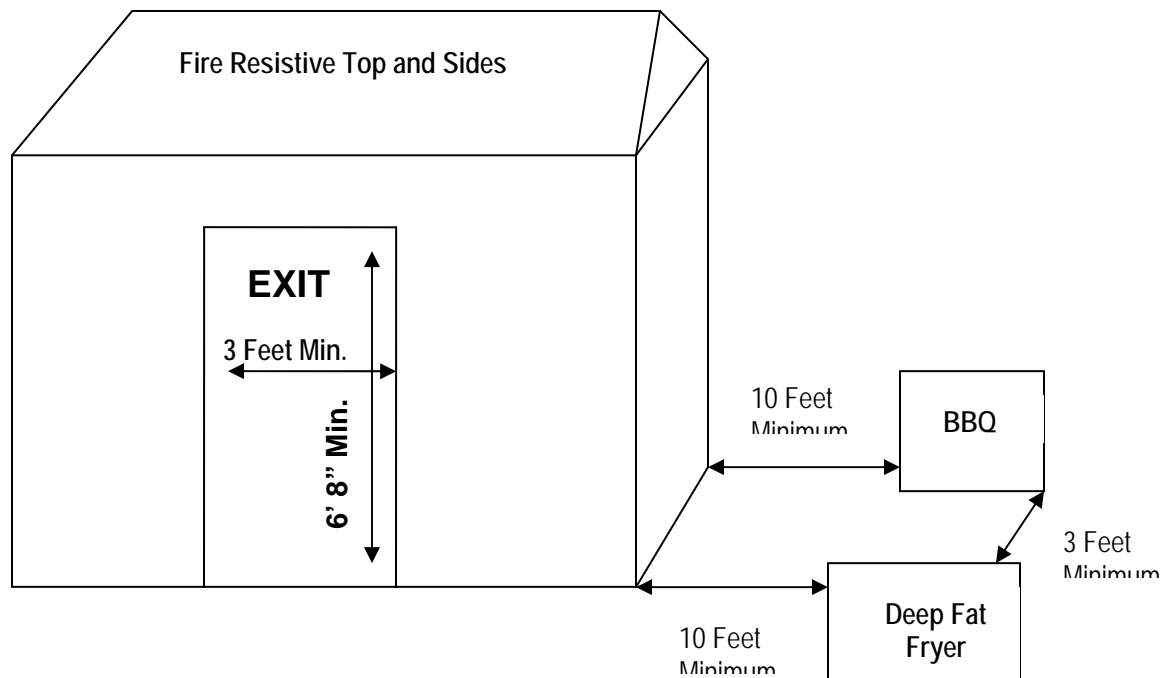
### **Fire Extinguisher Requirements**

- Each tent/booth shall be provided with a minimum 2A-10BC rated portable fire extinguisher.
- Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require a class "K" portable extinguisher.
- Each extinguisher must be visible and accessible and located away from the cooking area.
- All extinguishers must be serviced and tagged annually.

### **Electrical Extension Cords**

- All cords must be plugged directly into an approved receptacle and shall only serve one (1) appliance unless approved by the Fire Marshal.
- The current capacity amperes shall not be less than the rated capacity of the appliance or fixture. (It is recommended that extension cords be a minimum of 12 AWG size and rating.)
- Only extension cords in good repair, absent splices, cracking or deterioration, or damage shall be used.
- Extension cords must be of the grounded type when serving grounded appliances or fixtures.
- Extension cords must be located in a manner so as not to create a safety hazard by people walking and tripping on the cord.

## **Festival Cooking Booth** (all cooking must be done **OUTSIDE** the booth/tent)





# CITY OF LODI FIRE DEPARTMENT SPECIAL EVENT PERMIT APPLICATION



(Permit Fee is \$135.00)

Name of Event:	Today's Date:
Date of Event:	Applicant/Billing Name:
Address of Event:	Billing Address:
Requested Inspection Date/Time:	
Point of Contact:	Contact Phone & E-mail:

<b>Description of Event:</b>  <b>Hot Food Vendors:</b> ____ Yes ____ No (Check one)	<b>Catering Truck(s):</b> ____ Yes ____ No (if yes, list trucks) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____																
<b>All Permits Must Include the Following:</b>  ✓ <b>Site Plan:</b> <ul style="list-style-type: none"> <li>Scale (1/8" = 1' preferred)</li> <li>Indicating access road(s)</li> <li>North indicator</li> <li>Distances to buildings</li> <li>Building openings</li> <li>Property Lines</li> <li>Booths (where &amp; use)</li> <li>Tents or canopies</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;"><b>Permits:</b></th> </tr> <tr> <th colspan="2" style="text-align: center;">(Partial list - See chapter 1 CFC for details)</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">105.6.5</td> <td>Carnivals &amp; Fairs</td> </tr> <tr> <td>105.6.14</td> <td>Exhibits &amp; Trade Shows</td> </tr> <tr> <td>105.6.15</td> <td>Explosives/Fireworks</td> </tr> <tr> <td>105.6.38</td> <td>Pyrotechnic &amp; Special Effects Material</td> </tr> <tr> <td>105.6.45</td> <td>Temporary Membrane Structures, Tents &amp; Canopies</td> </tr> <tr> <td>15.20.310</td> <td>Christmas Tree Lot &amp; Haunted Houses</td> </tr> </tbody> </table>	<b>Permits:</b>		(Partial list - See chapter 1 CFC for details)		105.6.5	Carnivals & Fairs	105.6.14	Exhibits & Trade Shows	105.6.15	Explosives/Fireworks	105.6.38	Pyrotechnic & Special Effects Material	105.6.45	Temporary Membrane Structures, Tents & Canopies	15.20.310	Christmas Tree Lot & Haunted Houses
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**Site Plan:** (use space below, back, or additional sheet)

<b>For Department Use:</b>			
Customer #: _____	Invoice #: _____	Due Date: _____	Permit #: _____
Inspected By: _____		Date: _____	Approved: ____ Yes ____ No