



**Temporary Concession Stands
GUIDELINES, PERMIT APPLICATION
& PRE-INSPECTION CHECKLIST**

TEMPORARY CONCESSION STAND PERMIT GUIDELINES

DEFINITIONS

Canopy is a temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

Combustible Decorative Materials are combustible materials used for decorative effects such as curtains; draperies; streamers; surface coverings applied over building interior finishes for decorative, acoustical or other effect; cloth; cotton batting; paper; plastics; vegetation; hay; split bamboo; straw; vines; leaves; trees; moss; and similar materials used for decorative effect. Combustible decorative materials do not include floor coverings, ordinary window shades, interior finish materials used as surface coverings (for regulations of such materials, see UBC Chapter 8, and materials 1/28 inch (0.9 mm) or less in thickness applied directly to a noncombustible backing.

Flame Retardant is an approved chemical, chemical compound or mixture which, when applied in an approved manner to any fabric or other material, will render such fabric or material incapable of supporting combustion.

Flame Resistant Material is material that has been modified in its chemical composition by impregnation, coating or has inherent composition that makes the material resistant to ignition and combustion when exposed to a small ignition source.

Temporary Membrane Structure is an air-inflated, air-supported, cable, or frame-covered structure as defined by the Building Code, which is erected for less than 180 days and not otherwise defined as a tent, canopy or awning. See *Uniform Building Code* Appendix Chapter 31.

Tent is a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Low Hazard Stands are stands which do not use electricity or heat producing equipment.

Medium Hazard Stands are stands which use equipment powered by electricity, flammable gases, or flammable or combustible liquids. Cooking, except for deep fat frying and similar operations, is permitted.

High Hazard Stands are stands where deep fat frying and similar operations are conducted.

GENERAL

A permit must be obtained from the Fire Prevention Bureau prior to the erection of any of the following:

- A medium or high hazard temporary concession stand.
- Tents over 200 square feet or canopies over 400 square feet

Permit applications may be obtained from the Fire Prevention Bureau. **A site plan *must* be submitted with the completed application 10 BUSINESS DAYS PRIOR to the date of the event.**

Site plan must include:

- stand dimensions
- location of all exits

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Fire Marshal's Office

- location of cooking equipment
- location of all open flame devices
- fire extinguisher locations
- fuel supplies and storage areas

An inspection must be completed by the Fire Department prior to beginning operations.

High and medium hazard stands shall be separated from other stands, combustible vegetation, and structures of combustible construction by not less than 10 feet, unless approved by the fire department.

Smoking shall not be permitted in any stands. Approved "NO SMOKING" signs shall be conspicuously posted in the interior of the stand and in the area outside of the stand used for the storage of flammable and combustible liquids and gases.

Stand operators who refuse to comply with these guidelines will be asked to terminate their operation and remove their equipment from the site.

CONSTRUCTION

Stands shall be structurally sound and constructed of fire resistant material or material treated with an approved fire retardant.

Tarps or combustible decorative materials used for wall or roof coverings shall be of fire resistant materials or shall be made fire retardant in an approved manner.

Items shall bear a label indicating the fabric type, date when last treated with fire retardant solution, trade name and type of solution used in the fire retardant treatment and the name of the persons or firm applying the fire retardant treatment.

EXITS

All stands shall have at least one clear and unobstructed means of egress (exit).

Exits shall be located away from equipment used for cooking or equipment which produces high heat or flames. Fuel lines, fuel tanks, or other hazardous storage shall be kept clear of all exits.

FIRE EXTINGUISHERS

All medium hazard stands shall have at least one portable fire extinguisher having a minimum rating of 2A:10B:C.

All high hazard stands shall have at least one portable fire extinguisher.

- If cooking with animal fat, a 40B:C extinguisher is required.
- If cooking with vegetable oils, either a 40B:C or 2 ½ gallon Class K extinguisher will be accepted. A 40 B:C is the minimum requirement. A 2 ½ gallon Class K is highly recommended for 2003 and will be the only extinguisher accepted in 2004.

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Portable fire extinguishers shall be installed where readily visible and accessible at all times. Portable fire extinguishers shall bear a tag indicating that they have been serviced within the last 12 months.

FLAMMABLE & COMBUSTIBLE GASES

All fuel tanks, fuel lines, and devices shall be approved for the fuel in use. Fuel lines shall be attached in a secure and approved manner and shall be protected against physical damage.

All compressed gas cylinders, including propane or CO₂ cylinders used for beverage service shall be secured against falling and protected from physical damage. Cylinders containing flammable gas shall be placed outside of the stand and are not allowed in a tent or under a canopy.

Flammable and combustible liquids shall be stored in approved containers only. All containers and spare fuel shall be placed outside of the stand, shall be secured against falling and protected from physical damage in an approved manner.

ELECTRICITY

All electrical equipment, wiring, connections, and devices shall be installed and operated in conformance with the city electrical code and recognized good practice.

Extension cords shall be rated to handle the electrical current demand of the appliances they serve.

Electrical wiring shall be protected against damage from foot and vehicle traffic in an approved manner.

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TEMPORARY CONCESSION STAND PRE-INSPECTION CHECKLIST

*Please complete this checklist to prepare for your inspection.
All deficiencies shall be corrected prior to inspection.*

General:

- Permit application and site plan submitted 10 days prior to event. (See attached document for required information)
- An inspection has been scheduled.
- Approved "NO SMOKING" signs shall be conspicuously posted.

Construction:

- Stands shall be structurally sound.
- Stands, tarps and combustible decorative materials shall be constructed of flame-resistant material or material treated with an approved fire retardant. Documentation of proof of material or date of application performed must be available at the event site at all times.

Exits:

- All stands shall have at least one clear and unobstructed means of egress (exit).
- Exits shall be located away from equipment used for cooking or equipment which produces high heat or flames. This includes equipment from a neighbor stand.
- Fuel lines, fuel tanks, or other hazardous storage shall be kept clear of all exits.

Fire Extinguishers:

- All **medium hazard** stands shall have at least **one (1)** portable fire extinguisher having a minimum rating of 2A:10B:C.
- All **high hazard** stands shall have at least **one (1)** portable fire extinguisher having either a 40B:C minimum rating or a Class K with a minimum rating of a 2.5 lbs.
- Portable fire extinguishers shall be installed where readily visible and accessible at all times.
- Portable fire extinguishers shall bear a tag indicating that they have been serviced within the last 12 months.

Electricity:

- All electrical equipment, wiring, connections, and devices shall be installed and operated in conformance with the city electrical code and recognized good practice.
- Extension cords shall be rated to handle the electrical current demand of the appliances they serve.
- Electrical wiring shall be protected against damage from foot and vehicle traffic in an approved manner.

Flammable and Combustible Liquids and Gases, and Other Compressed Gases:

- All fuel tanks, fuel lines, and devices shall be approved for the fuel in use.
- Fuel lines shall be attached in a secure and approved manner and shall be protected against physical damage.
- All compressed gas cylinders, including CO₂ cylinders used for beverage service, shall be secured against falling and protected from physical damage.
- Flammable and combustible liquids shall be stored in approved containers only.
- Only those containers in immediate use shall be placed within the stand. All spare fuel shall be stored outside of the stand in an approved manner.
- Refueling of equipment shall be conducted outside of the stand in an approved location away from the public.

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TEMPORARY CONCESSION STAND PERMIT APPLICATION

EVENT: _____
DATE OF EVENT: _____
STAND LOCATION: _____
STAND NAME: _____

CONTACT PERSON: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
DAY PHONE: _____ EVE PHONE: _____
EMAIL ADDRESS: _____

STAND TYPE:
 Tent (Proof of Fire Retardant or Flame Resistant Material must be provided.)
 Canopy (Proof of Fire Retardant or Flame Resistant Material must be provided.)

STAND HAZARD TYPE:
 High Hazard
 Medium Hazard

IF HIGH HAZARD, WHAT IS YOUR COOKING MEDIUM
 Animal Fats/Lard
 Vegetable Oils

I have reviewed the new "Temporary Concession Stand Requirements" referenced above. I understand these requirements and I will fully abide by them at all times.

SIGNATURE: _____ Date: _____

Mail this completed application and site plan to:
Fire Marshal's Office
Vancouver Fire Department
900 W Evergreen Blvd.
Vancouver WA 98660
For questions, call 360-696-8166.

Fire Department Use Only:	
Application Received: _____	DFM Assigned: _____
Application Reviewed: _____	Firehouse Permit #: _____
Inspection Completed: _____	