



Potterville City Fire Department

Temporary Concession Stands Guidelines & 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

Notification shall be made to the Potterville Fire Department 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.
- Tents, canopies or temporary membrane structures of any size with less than 20 feet from another tents, canopy, building or parked vehicles.



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The Potterville City Fire Department may require an additional permit. Please contact the Fire Department Office at (517) 224-8051.

Notification shall be made to the Potterville Fire Department Office. 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
- location of cooking equipment
- location of all open flame devices
- location and size of propane (LPG) containers
- fire extinguisher locations
- fuel supplies and storage areas

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

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

CONSTRUCTION

Temporary membrane structures, tents and canopies shall not be located within 20 feet (6096 mm) of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy. *In lieu of minimum separation, temporary membrane structures may be counted as one unit*

Fire lanes shall be maintained to a minimum unobstructed width of 20 feet. Posts, fences, vehicles, trash, storage and other materials shall not be placed or kept near fire hydrants and fire department connections. A minimum of 3 feet of clearance shall be maintained around the circumference of all hydrants.

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

A label or certificate of **flame-retardant treatment** is to be provided for each structure being permitted. If a label, similar to the one shown, is not permanently adhered, then a certificate is required. This certificate shall include:

- Identification of tent, canopy or temporary membrane structure, size and fabric type
- Date the fabric was last treated with a flame retardant solution
- Trade name and type of solution utilized in the flame retardant treatment
- Name of persons and firm treating the material.
- Make and manufacturer of the tent, canopy or temporary membrane structure.

Table cloths are not required to be flame resistive.



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EXITS

All stands shall have at least one clear and unobstructed means of egress (exit) with a minimum width of 36 inches.

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

Exits must be maintained at all times.

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 having a minimum rating of 2A:10B:C and at least one 2 ½ gallon Class K extinguisher portable fire extinguisher.

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 and safety release valves must be pointed away from the tent, canopy of membrane structure.

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. Protection methods shall prevent physical damage and shall allow electrical wiring to dissipate heat. The placement of rugs, tape and other similar items are not approved for this use.



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HEATERS

Space Heaters must meet the following criteria:

- Electric heaters are allowed. A permit is not required.
- Propane tanks cannot be used inside the tent.
- Protect combustibles from accidental ignition by at least 36 inches.
- Protection provided to guard against accidental burns.



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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) with a minimum width of 36 inches.
- 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 a minimum rating of 2A:10B:C & **one (1)** portable Class K fire extinguisher with a minimum rating of 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 at least 50 feet from all tents.
- LP-gas containers must be located outside. Safety release valves must be pointed away from the tent, canopy of membrane structure.
- Refueling of equipment shall be conducted outside of the stand in an approved location away from the public.

Generators

- Generators shall be a minimum of 20 feet from tents, canopies or temporary membrane structures and shall be isolated from contact with the public by approved means.