



FIRE CODE – SIGNATURE REQUIRED

Mobile/Event Vendors within City of Ellensburg

Any and all events in public places, city owned occupancies or events open to the general public in the City of Ellensburg are subject to a Fire and Life Safety Inspection to ensure safety for all participants in such events. The following is a brief summary of what to expect as a vendor from these inspections.



Tents and Coverings

- Any tent larger than 400 square feet require a permit through the City of Ellensburg (KVFR). The permit department can be contacted at 509-933-7241 or prevention@kvfr.org
- Tents, canopies, membranes, tarps must be made of fire resistive material. A tag must be present on the tent confirming material meets minimum NFPA 701 or California State Fire Marshal Seal.
- Tents used for cooking operations of any kind must be made of fire resistive material to the standards listed above.
- Tents used for cooking operations:
 - Cannot be open to the public.
 - Cooking appliances must be a minimum 36 inches (3 feet) away from tent walls.
 - Cooking appliances must have minimum vertical clearance of 48 inches from appliance to tent
 - Must be a minimum five (5) feet away from any other tents/vendors

Vendors Cooking, Heating or Preparing Food

- Tent must be made of fire resistive material (see above).
- Any compressed cylinders (propane or other compressed gas or liquid) must be secured to prevent tipping or dislodging
 - If compressed cylinder contains flammables, it must be a safe distance away from cooking or heating appliance. LPG cylinders shall be outside of tents with wall(s).
 - Cylinders must be in good working order free of defects, dents, marring, burn marks, etc.
 - Cylinders must be protected from potential contact with vehicles
- Must have operational class ABC fire extinguisher with a minimum rating of 2:A 10:BC. Extinguisher must be up to date on its annual service/inspection with tag present.



- Any cooking operations that create, cause or disperse grease laden vapors must also have a Class K fire extinguisher (frying, grilling, deep frying, etc.) Extinguisher must be up to date on annual service/inspection with tag present.
- **EXTINGUISHERS MUST BE READILY ACCESSIBLE AT ALL TIMES!!** (cannot be obstructed or hidden in cabinets, etc.)

Food Trucks/Trailers

Vendors utilizing trucks, vans, trailers, etc. to cook and/or prepare food **MUST** meet the same requirements as listed in the previous section (Vendors Cooking, Heating & Preparing food). Food Truck/Trailers will be required to complete or have a current record of a Kittitas County Food Truck/Trailer inspection. Which includes the following under the 2018 IFC:



- Kitchen hoods and suppression systems must be current on 6-month inspections. Tag must be present on pull station.
- Hoods and ducts must be current on professional cleaning with decal posted clearly on hood.

Trucks must be parked at least 10 feet away from buildings, vehicles, and any combustible materials.

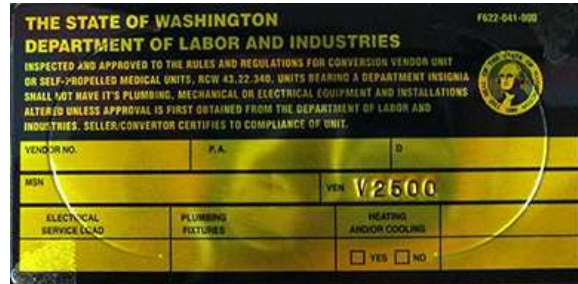
Your Company Name
 Certified Kitchen Exhaust Cleaner
919-380-9883

All accessible areas cleaned unless noted in Service Report

LAST CLEANING:	2020	2021	2022	2023								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NEXT SERVICE DUE:	2020	2021	2022	2023								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

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- Solid fuel burning materials must not be stored closer than 3 feet to cooking appliance or heat source (wood, briquettes, etc.)
- In order to operate and conduct business out of a food truck or trailer, you must have Washington State Department of Labor and Industries label on unit per RCW 43.22.340. An inspection will not be completed on food truck without the label and operation will not be permitted.



Reminders

- The Fire Inspector has the authority to use discretion in enforcement of these hazards.
- Under no circumstances shall fire hydrants be blocked or obstructed.
- Any extension cords or electrical cables in foot traffic areas must be covered by an appropriate and approved protective cover and cannot be in contact with water or other chemicals.
- Any use of extension cords or power strips MUST be labeled and appropriate for outside use.
- Smoking within 25 feet of any cooking appliance or combustible material is prohibited.
- Placement of any tents, vehicles or other temporary structure must not block emergency vehicle access.

Kittitas Valley Fire & Rescue Fire and Life Safety Division



Additional Information:

The following fire rules are mandatory and shall be carried out by all persons utilizing a designated space or booth at the Kittitas County Fairgrounds:

FIRE ACCESS:

- No display or exhibit shall be installed or operated that will interfere in any way with access to any fire lane, fire break, exits, or with the visibility of any exit, or of any exit sign.
- No display shall block access to fire-fighting equipment such as fire extinguisher stations, fire hose cabinets, and fire hydrants.

TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES:

- Flame-resistant treatment: The owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies and membrane structures and their appurtenances, sidewalls, drops and tarpaulins, floor coverings, bunting, combustible decorative materials and effect shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner, (see NFPA 701).
- Label: Tents, canopies, or membrane structures shall have a permanently affixed label bearing the identification of size and fabric or material type.
- Certification: An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent is located. The affidavit shall attest to the names and address of the owners of the tent, canopy, or membrane structures.
- Any display, exhibit, booth or temporary construction in connection therewith shall not be built of highly combustible material. Any combustible construction material must be approved by the Ellensburg Fire Marshal prior to use.
- Any paper or fabrics used in construction of displays or vendors shall be fire resistive or treated with an approved fire-retardant solution prior to use in displays.

ELECTRICAL:

- All electrical extension cords must be of the three-wire, grounded, hard usage type #14 minimum. The capacity of the extension cord must be greater than the total capacity of the equipment supplied. No two-wired extension wiring will be allowed. All extension wiring shall be protected from physical damage and must be maintained in good condition, free from damage.
- Electrical equipment and installation shall be inspected and approved by the State Electrical Division or licensed electrician

COMMERCIAL COOKING:

- Commercial cooking will only be allowed in approved locations and with approved equipment. Prior approval by the Ellensburg Fire Marshal is required.
- Open or exposed flame: Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or Vendor Fire Regulations updated 2012 membrane structures while open to the public unless approved by the fire code official. All units are required to be inspected prior to use. Any other open-flame equipment must be used in an approved outside location. All such locations shall

be provided with a minimum of 2A, 10BC rated fire extinguisher, mounted in a location accessible to occupants.

- Portable LP-gas containers with a capacity of 500 gallons (1893L) or less shall have a minimum separation between the container and structure not less than 10 feet.
- The use and storage of portable Liquefied Petroleum (LP) Gas containers inside buildings or tents is prohibited.
- Protection and security: Liquefied Petroleum (LP) Gas tanks located on the exterior of buildings or tents shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP- gas containers shall be securely fastened in place to prevent unauthorized movement.
- The use, storage, and handling of all flammable and combustible liquids shall be subject to written approval from the Ellensburg Fire Marshal.

SMOKING:

- By order of the State Fire Marshal, **NO SMOKING** will be allowed in tents, canopies, membrane structures, inside all buildings, and barns.

COMBUSTIBLE MATERIALS:

- Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. The quantity and location of the above materials is subject to review by the Fire Marshall.
- Shavings, sawdust, bark dust or like material utilized for a public performance or exhibit shall be prohibited unless treated with an approved fire-retardant solution prior to use.
- The areas within and adjacent to the tent shall be maintained clear of all combustible materials, waste, or vegetation that could create a fire hazard.
- Trash receptacles used in displays and exhibits shall be constructed of a noncombustible material.
- Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

VEHICLES ON DISPLAY INDOORS:

- The use or exhibiting of gas or liquid fueled vehicles, boats or other motorcraft shall not be located indoors except as follows: a) The battery or batteries must be disconnected. b) The battery terminals must be insulated in a safe and approved manner. c) Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least). d) Fuel tanks and fill openings are closed and sealed to prevent tampering. e) Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.

I have read and accept all of the above Rules & Regulations:

Signature

Date

Vendor/Users Print Name & Company