

SPECIAL EVENTS HEATING/COOKING PERMIT -PURPOSE & INSTRUCTIONS

PURPOSE

The purpose of the Special Events Heating/Cooking Permit is to ensure the event organizer and all food vendors heating or cooking food or liquids at the event have received, understood, and will comply with the Special Events Heating/Cooking Guidelines.

INSTRUCTIONS

EVENT ORGANIZER

- Complete the top section of the Special Events Heating/Cooking Permit Application –under EVENT ORGANIZER.
- Provide a signed copy of application to each food vendor heating/cooking at event.
- Ensure all food vendors receive an application copy with the Special Events Heating/Cooking Permit Guidelines.
- Instruct food vendors to complete application.
- Events with multiple food vendors:
 - Compile completed permit applications from all food vendors.
 - As a packet, submit all completed permits to obtain the Fire Marshal's signature **at least 72 hours prior to the event date.**
 - Distribute approved permits to food vendors.

FOOD VENDOR

- Read the Special Events Heating/Cooking Permit Guidelines.
- Complete application –under FOOD VENDOR.
- Obtain the Fire Marshal's signature **at least 72 hours prior to the event date.**
- Events with multiple food vendors:
 - Submit completed application to event organizer.
 - Event organizer will obtain the Fire Marshal's signature **at least 72 hours prior to the event date.**
 - Event organizer will distribute approved permits to all food vendors.
- **Maintain and post** the approved Special Events Heating/Cooking Permit at the site of cooking operations.

HOW TO OBTAIN FIRE MARSHAL'S SIGNATURE

- No appointment necessary.
- City Hall: Fire Prevention Office *or* Parks & Community Services
- Downtown Fire Station 31
- 23 Russell Boulevard
- 530 Fifth Street

QUESTIONS

- Questions may be referred to Fire Department headquarters: (530) 757-5684.

SPECIAL EVENTS HEATING/COOKING PERMIT

PERMIT MUST BE DISPLAYED ON SITE DURING EVENT

EVENT ORGANIZER		Sign and provide copy of this application to each food vendor heating/cooking at event.	
EVENT	DATE(s) OF EVENT	TIME OF EVENT	
LOCATION OF EVENT	SET-UP DATE _____	PREP TIME _____ AM / PM	
NAME OF EVENT ORGANIZER	LOAD-OUT DATE _____	END TIME _____ AM / PM	
CELL PHONE NUMBER	_____	_____	
		SIGNATURE OF ORGANIZER	DATE

FOOD VENDOR	
BUSINESS NAME	CELL PHONE
EMAIL	TIME OF EVENT (Include Set-Up and Take-Down time)
<p>SELECT ONE:</p> <p><u>HEATING and/or COOKING</u> (food/liquids)</p> <p><input type="checkbox"/> By checking this box and signing below, I certify that I have read, understood, and agreed to abide by the Special Events Heating/Cooking Permit Guidelines.</p> <ul style="list-style-type: none"> Permit application must be signed by the Fire Marshal at least 72 hours prior to the event date. <hr/> <p style="text-align: center;">All food vendors cooking at event <u>must post this permit on site.</u></p> <ul style="list-style-type: none"> Any violation of the conditions of this permit could result in a fine and/or the immediate revocation of this permit. Selling, advertising, and soliciting in any park or any portion of any street within this city without a City permit is prohibited per Davis Municipal Code/(27.02.150 & 22.08.210) 	
_____	_____
NAME OF FOOD VENDOR	SIGNATURE OF FOOD VENDOR
_____	_____
NAME OF FOOD VENDOR	DATE

PERMIT	THIS PERMIT SHALL BE VALID FOR THE TIME PERIOD STATED ABOVE.
<p>The Davis Fire Department grants permission to the above named event and business/organization to operate heat producing appliances and/or open flame devices in accordance with the City's guidelines.</p>	
_____	_____
DATE	FIRE MARSHAL SIGNATURE

SPECIAL EVENTS HEATING/COOKING VENDOR LIST (EVENT ORGANIZER)

APPLICANT INFORMATION	
BUSINESS/ORGANIZATION	NAME OF APPLICANT
EMAIL OF APPLICANT	CELL PHONE OF APPLICANT
EVENT	DATE(s) OF EVENT
LOCATION OF EVENT	TIME OF EVENT (Include Set-Up and Take-Down time)

Event Organizer Shall Ensure:

- All food vendors cooking at an event receive a copy of the Special Events Heating/Cooking Permit Guidelines with the Permit Application to complete and submit to Fire Marshal.
- Food vendors obtain the Fire Marshal’s signature **at least 72 hours prior to the event date.**
- Events with multiple food vendors:
 - Compile completed permit applications from all food vendors.
 - As a packet, submit all completed permits to obtain the Fire Marshal’s signature **at least 72 hours prior to the event date.**
 - Distribute approved permits to food vendors.
- All food vendors maintain and post approved permit at the site of cooking operations.

COOKING VENDOR LIST		VENDOR LIST MUST SUBMITTED AT LEAST 72 HOURS PRIOR THE EVENT.
VENDOR	Heating/Cooking of Food/Liquids? <input type="checkbox"/> Yes <input type="checkbox"/> No	NAME OF CONTACT
VENDOR ADDRESS		PHONE NUMBER OF CONTACT
VENDOR	Heating/Cooking of Food/Liquids? <input type="checkbox"/> Yes <input type="checkbox"/> No	NAME OF CONTACT
VENDOR ADDRESS		PHONE NUMBER OF CONTACT
VENDOR	Heating/Cooking of Food/Liquids? <input type="checkbox"/> Yes <input type="checkbox"/> No	NAME OF CONTACT
VENDOR ADDRESS		PHONE NUMBER OF CONTACT

COOKING VENDOR LIST

VENDOR	Heating/Cooking of Food/Liquids? <input type="checkbox"/> Yes <input type="checkbox"/> No	NAME OF CONTACT
VENDOR ADDRESS		PHONE NUMBER OF CONTACT
VENDOR	Heating/Cooking of Food/Liquids? <input type="checkbox"/> Yes <input type="checkbox"/> No	NAME OF CONTACT
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VENDOR ADDRESS		PHONE NUMBER OF CONTACT
VENDOR	Heating/Cooking of Food/Liquids? <input type="checkbox"/> Yes <input type="checkbox"/> No	NAME OF CONTACT
VENDOR ADDRESS		PHONE NUMBER OF CONTACT

SPECIAL EVENTS HEATING/COOKING PERMIT GUIDELINES

2018-2019 GUIDELINES

The following requirements have been established based on the International Fire Code as amended by the State of California and the City of Davis and must be met when heating /cooking devices are used for food preparation at a special event.

- A Special Events Heating/Cooking permit is required at any event on City property where the warming or cooking of food or liquids is performed **except** at areas designated for such purpose as indicated in the Davis Municipal Code/[\(27.03.100\)](#).
- Permit application must be signed by the Fire Marshal **at least 72 hours prior to the event date**.
- The event organizer and food vendor are responsible for meeting or exceeding the following requirements for the management of all open flame, cooking and warming areas.
- A signed copy of the Special Events Heating/Cooking Permit must be posted at each vendor booth and is subject to Fire Department inspection.

Failure to comply with these guidelines may result in a fine and/or a revocation of the Special Events Heating/Cooking Permit.

Selling, advertising, and soliciting in any park or any portion of any street within this city without a City permit is **prohibited** per Davis Municipal Code/[\(27.02.150 & 22.08.210\)](#).

FIRE EXTINGUISHER REQUIREMENTS

- Each tent/booth where the cooking or heating of food or liquids is performed must maintain, at minimum, one **2-A:10-B/C rated portable fire extinguisher**.
- Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency.
- Each extinguisher must be visible and accessible and be located away from the cooking area.
- Each extinguisher must have been serviced within the last year and have a California State Fire Marshal service tag attached.

CHARCOAL/WOOD BARBEQUE COOKING

- Charcoal barbeque cooking is prohibited inside tents/booths.
- Charcoal cooking must be performed only in areas away from public access and shall be located a minimum of 5 feet (5') from any booth with a minimum of 10 feet (10') from any permanent structure.
- Only commercially sold charcoal lighter fluid, briquettes pre-soaked with a factory applied combustible liquid, a chimney starter or electric starter may be used (no gasoline, kerosene, etc.) to ignite the coals.
- Apply starting fluid to briquettes only before the fuel is lit.
 - DO NOT add starting fluid to hot or burning coals.
- Storage of starter fuel in the tent/booth is not permitted.
- Coals must be disposed of only in metal containers.
 - A metal trash can with lid is acceptable.
- Dumping of coals in City of Davis public trash containers is prohibited.

COMPRESSED GAS (LPG) COOKING

- At least one “NO SMOKING” sign shall be conspicuously posted in areas where LPG tanks are stored or used.
- LPG equipment shall not be left unattended.
 - A responsible person shall remain in the immediate area of use.
- 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.
- LPG tanks must have a shut-off valve.
- Stoves must have an on-off valve.
- Hoses must be of an approved type for use with the equipment.
- LPG tanks shall be approved with a UL tag displayed for propane service.
- LPG tanks must be protected from damage and be secured in the upright position.
- LPG tanks located outside of tents/booths must have a pressure regulator if in excess of five (5) gallon capacity.
- LPG tanks must be turned off when not in use.
- All connections must be tested prior to use.
 - Testing may be done with a soap and water solution.
- LPG tanks are classified as hazardous materials and are illegal to throw away in the trash, even if they are empty per Official California Code of Regulations/[\(CCR66250-69599\)](#).

DEEP FAT FRYING/FLAMBÉ COOKING

- A full-width metal splatter screen should be used to prevent particulate oil from being thrown from the fryer during cooking.
- Hot frying oil must never be left unattended.
- The public must be protected from splattering oil at all times.
- The ground under a fryer must be covered with an easily cleanable material (tarp, floor mat) so that the oils from the fryer do not spill onto public property.

FOOD WARMING FUEL CANS (STERNO, CANNED HEAT, CANNED FUEL)

- Food warming fuel cans must be stored with the lid securely fastened.
- Once ignites, the food warming fuel can must not be allowed to burn in open air.
- Only non-combustible metal containers may be used above a food warming fuel can.
- Food warming fuel cans are classified as hazardous materials and are illegal to throw away in the trash, even if they are empty per Official California Code of Regulations/[\(CCR66250-69599\)](#).

OVEN AND HOT PLATE WARMING/COOKING

- A wood-fired oven falls under the same regulations as charcoal/wood barbecue cooking.
 - See above.
- No combustibles shall be permitted within 3 feet of any oven or hot plate used for the warming or cooking of food.
- The oven or hot plate shall be UL listed and approved.

TENT/BOOTH CONSTRUCTION AND LOCATION

- A physical barrier must separate all cooking activities from the public.
- All fabric or pliable canopy covers, side/backdrops and decorative material must either be:
 - Inherently fire-resistive and labeled as such; or
 - Treated by a State Fire Marshal licensed applicator; or
 - If the tent/booth is owner-occupied, the material may be treated by the owner with a State Fire Marshal approved fire retardant chemical.
 - A flame test conducted by the Fire Marshal may be required.

HOUSEKEEPING

- Only non-combustible materials shall be used in cooking areas and around other heat sources.
- Heaters must be kept 5 feet from any flammable materials.
- Generators must not be located inside tents and must be placed in a manner that will shield the public from heat and exhaust.
- Extension cords must be UL listed and an approved type for outdoor use.
- Trash containers should be emptied regularly.
- Clean all cooking surfaces regularly to prevent the build-up of grease.
- Coals must be placed in water before disposal.
 - Disposal must not utilize the storm water system.
- All Yolo County health and safety codes must be followed at all times.

ADDITIONAL FIRE SAFETY TIPS

- The public must be protected from hot cooking surfaces, particularly at the back and sides of the booth.
- At no time shall combustibles be permitted within 3 feet of any cooking area.
- Know where the fire extinguisher is for each tent/booth and how to use it.
- Do not leave cooking food unattended.
- Do not wear loose-fitting clothing when cooking.

In case of an **emergency**, call:

9-1-1

or

(530) 756-3400

from a cell phone