



City of New Port Richey

The Gateway to Tropical Florida

Chris Fitch, Fire Chief

5919 Main Street, New Port Richey, Florida 34652

727-853-1032

727-853-1034 (fax)

Requirements for Special Events

Inspections shall be conducted on the agreed time with the event coordinator, unless alternate arrangements have been approved by the Fire Marshal.

Must comply with the following at time of inspection:

- **Tents:**
 - Must conform to all applicable codes and requirements.
 - Must be fire rated if over 10 ft. by 10 ft. or used for cooking of any type.
 - Approval label, certification or fire rated tag **MUST** be affixed to the tent.
 - Must be located at least 10 ft. from any existing structure.
 - **Must** have at least 10 ft. between each vendor.
 - Non-cooking tents may have up to 3 tents connected (same vendor) but must have 10 ft. on both sides between them and the next vendor.
 - Must be properly secured and/or anchored by 15 lbs per leg and no stakes allowed.
- **Portable ABC fire extinguisher:**
 - **For all cooking operations**, other than deep frying, a **minimum 2A:10BC** rated extinguisher minimum 5 lbs is required.
 - Extinguisher must be placed in a conspicuous location, adjacent to the cooking appliance and readily accessible for immediate use.
 - Extinguishers shall be unobstructed and shall not be obscured from view.
 - If cooking appliances are separated, additional extinguishers are required.
 - Extinguisher **MUST** be inspected annually and have a current inspection tag.
- **K type portable fire extinguisher if cooking with fryer or emitting grease laden vapors:**
 - For deep frying cooking operations, a K extinguisher with a minimum 40 BC rating being a minimum of 2.5 gallons is required.
 - Extinguisher **MUST** be inspected annually and have a current inspection tag.
- **LP gas cylinders:**
 - All tanks not in use shall be stored outside the cooking booth in a secure location and protected from tampering.
 - All tanks shall be secured and protected from damage in the upright position on a solid surface as required by NFPA 34.
 - 3 point anchoring is recommended for larger tanks.
 - Tanks shall be closed when not in use.
 - LPG equipment and connections must be in good working order and are subjected to testing prior to use.
 - Tank in use will have a horizontal distance of no less than 2 ft. from the cooking appliance.
- **Cooking equipment:**
 - Must be away from combustible material, and in good working order.
 - All equipment is subject to testing prior to use.
 - All fryers must be installed on a wood or concrete base so that the fryer is completely stable.
 - All fryers must have lids available for immediate use.
 - Must not obstruct walkways or exit ways.
 - Maintain access to disconnect fuel supply gas or electric.
 - Shall be arranged to protect public from accidental contact with cooking equipment.
 - Where deep fryers are adjacent to open flame cooking devices they shall be separated by 16 inches or a noncombustible baffle of at least 8 inches in height.
 - No cooking within 10ft of any existing structure.
- **Electrical:**
 - Must conform to requirements of National Electrical Code.

- Prior to connecting to the City's electrical source, vendors will inform parks and recreation personnel and receive approval.
- Extension cords must be 10 gauge 2-wire with a ground (so they will have 3 prongs) when connecting to electrical source.
- The 10 gauge wire from the city's connection will run the vendor tent and connect to a power strip with surge protection. All vendor appliances will then plug into the power strip
- Generators and outdoor wiring must have GFI protection.
- Portable generators shall not be located within 20' from any tent and/or combustibles.
- Generators that are accessible to the public must provide a physical barrier to protect from accidental contact.
- All multi-taps shall be surge protected (Ex: 3 or 4 way splitters, power strips)

It is the event coordinator's responsibility to assure compliance with all applicable Codes and requirements. For additional information, please contact:

New Port Richey Fire Department 727-853-1032 or the Development Department 727-853-1047

I, _____, have read and understand the above requirements.
Print name

Signature: _____ Date: _____

City Manager Signature (approved as to form):

