



Special Events



CITY OF ORLANDO
FIRE DEPARTMENT



CITY OF ORLANDO

December 15, 2005

Dear Event Planner:

All temporary special events held within the City of Orlando must be approved and inspected by the Orlando Fire Department prior to holding the event.

Applications can be obtained from the City of Orlando website at www.cityoforlando.net. The application is required to be filed with OFD and the appropriate fees must be paid 14 days prior to performing inspections.

Based on the date, time and the size of the event a Firewatch & Inspection Fee in the amount of \$160.00, payable to "The City of Orlando" will be required. If the Fire Marshal deems that a continuous Fire/Life safety monitor is necessary for the safety of the patrons, the promoter will bare the expense of said monitor(s).

If expected attendance exceeds 500, at least one (1) supervisor and two (2) Emergency Medical Technicians is required. Contact Assistant Chief John Miller at 246-2132 for current fee amount.

Applications for any Fire Permits can be filed and paid for at the:

City of Orlando Fire Department
Attn: Carline Thomas
400 S. Orange Avenue
Orlando, FL 32801

For any questions regarding the inspections or any fire related issues, please call (407) 246-2386. The inspectors will return your calls the next business day.

At the time of the inspection, the inspector will check the stability of the temporary structures, required exiting, parking requirements, disabled access requirement, and the fire code requirements.

All participants must recognize the urgent need to practice fire prevention and life safety at its highest level. Therefore, all participants shall be in complete compliance with all requirements as established by the Fire Marshal. Failure to comply may result in the suspension of the operation in question.

If you have any questions, please contact the Fire Safety Management Division at 407-246-2386.

Very truly yours,

Tammy D. Hughes, Fire Marshal

ORLANDO FIRE DEPARTMENT – FIRE SAFETY MANAGEMENT DIVISION

City Hall • 400 South Orange Ave. • 7th Floor • Orlando, Florida 32801

Mail: P.O. Box 2846, Orlando, FL 32802-2846

Phone (407) 246-2386 Fax: (407) 246-2512

The following are the *minimum* requirements for temporary food service operations during outdoor assembly events within the City of Orlando. Other conditions and or requirements may be imposed at the direction of the Fire Marshal.

A permit shall be obtained as prescribed in City of Orlando Fire Prevention Code for the use of open flame and or hazardous material (LPG) prior to the start of the event.

An application for a permit to use open flame and or LPG or other hazardous materials/ substances at assembly events shall be made in writing to the Fire Marshal on forms provided for such purposes. Such application shall be made no less than fifteen (14) days prior to the date for the event

A complete set of plans for the event shall be submitted to the Fire Department for approval a minimum of fifteen (14) days prior to the move-in/set-up of the event. The plans shall show all details of the proposed event site. This includes all stages, tents, booths, road access, and fire hydrants. No event shall proceed without approved plans.

Booths used for temporary food service operations shall be constructed in such a manner to allow adequate room for all the equipment, appliances, apparatus, supplies and other materials used in conjunction with the cooking operation to be contained within the booth.

All materials used in the construction or decoration of any booth used for cooking operations shall be inherently flame retardant or have been treated with an approved flame retardant product that will allow the material so treated to meet the requirements of the "Match Flame Test".

All temporary food service operations booths shall be constructed in a manner as to allow for immediate accessibility and unobstructed means of egress free of impediments to full instant use in the case of fire or other emergency.

All temporary food service operations booths are required to have a minimum of 6-ft. aisles on each side with a 3-ft. aisle in the rear and an exit way of not less than 36 inches.

All cooking devices shall be isolated from the public by at least 4 ft. or by a barrier between the device and the public.

Combustible materials within the booth shall be limited to a one-day supply. Storage of combustible materials behind the booths shall be prohibited.

All devices used in connection with the preparation of food shall be of an approved type, installed in an approved manner and shall be operated to avoid hazard to the safety of the occupants and the public.

Multi-well and single-well cooking equipment using combustible oil or solids shall:

- A. Have lids available for immediate use.
- B. Be limited to 288-sq. in. (0.19 sq. m) of cooking surface.
- C. Be placed on noncombustible surface materials.
- D. Be separated from each other by a minimum horizontal distance of 2 ft (0.6 m)
- E. Be kept a minimum horizontal distance of 2-ft (0.6 m) from any combustible material.

All booths with cooking operations must be inspected and approved by the Department prior to lighting and/or igniting of any cooking device; a valid inspection form must be kept on site and shall be made available upon request.

A fully charged and operable fire extinguisher approved for the specific hazard rating of the fuel shall be required for all cooking booths.

Adequate illumination from a source of reasonably ensured reliability shall be provided for all cooking operations when operating after dusk.

The vendor and/or operator shall be responsible for the safety of all persons in or occupying such temporary food service booths with respect to the operation of the booth and the adequacy of a means of egress there from.

All booths shall have an identification number and the number shall be posted both front and rear on the upper right corner of the booth. All booth identification numbers and the location of the booth shall conform to the approved site plan.

All liquefied Petroleum Gas installations shall meet all requirements of NFPA 58 and current LPG Gases Code.

All cooking equipment shall be extinguished at the end of the event each day.

All extinguished ashes and coals shall be placed in an approved metal container with a tight fitting lid and removed from the event site at the conclusion of the event.

Fire Extinguishers

An approved fire extinguisher, rated for the specific hazard rating of the fuel, shall be provided and maintained in a fully charged and operable condition within each temporary food service booth.

Fire extinguishers shall be conspicuously located and readily accessible for immediate use as determined by the Fire Official.

Fire extinguishers must have a durable tag securely attached showing the maintenance or recharge date.

All tents must have at least one (1) portable fire extinguisher. Cooking equipment produces grease-laden vapors such as a deep Fat Fryer, Griddles, Broilers, Woks, Tilting Skillets, and Braising pan or gas grills, are must provide a Class "K" wet chemical type fire extinguisher, in accordance with NFPA 10.

Tents using devices for "warming" purposes only, or is not cooking at all must provide a 3A 40BC fire extinguisher.

Liquefied Petroleum Gas Cooking Appliances

The use of open flame requires a permit.

All persons working within a booth using LPG as a fuel must be familiar with the proper use of the equipment. Additionally, those persons shall know the location of the fire extinguisher and its proper use.

All LPG tanks, hoses and fittings shall be UL Approved (NFPA No. 58). Damaged and/or worn hoses, couplings and fittings will not be permitted.

All LPG tanks shall be secured and tanks, which are not securely mounted on another piece of equipment, shall be equipped with a valve guard collar.

Electric

The source of electricity to the temporary food service operation must be from an approved reliable source such as public service connection or self-contained generator.

Electrical receptacles shall be in a weatherproof enclosure, the integrity of which is not affected when the electrical receptacle is in use.

Extension cords and flexible cords shall not be a substitute for permanent wiring, nor shall such cords be subject to environmental danger or physical impact.

Hazardous electrical wiring and equipment are prohibited.

Hazards Defined: For the purpose of the event, safety hazards shall include but not be limited to the following: defective or broken fixtures, switches, fixture cords, sockets, service entrance cables, unproved splices, and/or apparatuses and services.

Solid fuel Grills: charcoal, coals, wood chips etc.

Use of open Flame permit is required.

All solid fuel grills are to be constructed of a noncombustible material. The structural integrity of the grill must be intact and free of defects that the fire official may deem as hazardous.

All solid fuel grills are to be equipped with a noncombustible ash collector underneath the fire pit so as not to allow ashes to fall onto the ground.

All extinguished ashes and coals shall be placed in an approved metal container with a tight fitting lid and removed from the event site at the conclusion of the event.

Solid fuels and ignition fluid shall not be stored under or in close proximity to the grill.

A five-gallon container of water (minimum) shall be conspicuously located within the booth and accessible for emergency use.

General Requirements

All displays, tents, structures, gatherings, and any support equipment, materials, or supplies shall be so arranged as to not interfere with the fire service access to any portion of the event site or the smooth and free movement of the public in an emergency.

Access and egress routes shall be maintained so that any individual is able to move without undue hindrance on personal initiative at any time from an occupied position to an exit.

Access and egress routes shall be maintained so that the crowd management, security, and emergency personnel shall be able to move without undue hindrance at any time to any individual.

No obstructions or encumbrances shall be permitted in a means of egress at anytime.

The Fire Department requires any booth, exhibit or stage to obtain approval of the Building Department of the City of Orlando.

No trash or other combustible waste materials, which create or tend to create a fire hazard, shall be permitted to accumulate in or around booths.

No hazardous display of any nature will be permitted in any show/exhibition without the written (permit) approval of the Fire Department. *Hazardous displays include, but are not limited to the*

following; open flame, hot coals, liquid propane, gas fueled appliances, flammable liquid gas cylinders, fuels (gasoline, diesel), toxic substances, chemical and/or any other hazardous liquid, solid or gas of a similar nature.

The parking in or blocking of any fire lane, fire hydrant or fire protection systems is prohibited.

For events where booths are set in the street at the curb lane, the sidewalk to the rear of these booths must be kept free of storage and equipment.

Upon finding any violations of these requirements, which constitute a hazard to life and safety, the Fire Official shall cause the operation of the booth to be stopped per the City of Orlando Fire Prevention Code.

It is the intent of the applied code requirements to reasonably protect the public's safety and welfare at places of assembly with outdoor cooking operations.

Facility Site Plan Map

Site Address: _____

Date Map Drawn: ____/____/____.

Map Scale: _____

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Instructions are printed on the following page.