

**Baytown Fire Department**  
 201 E. Wye Dr.  
 Baytown, Texas  
 281-422-2311  
 Monday - Friday 8:00am – 5:00pm




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## BAYTOWN FIRE DEPARTMENT OUTDOOR EVENT / TEMPORARY FOOD VENDOR'S PERMIT

Name of Event: \_\_\_\_\_ Company / Vendor Name \_\_\_\_\_

Address of Event: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Date ready for Inspection: \_\_\_\_\_ Time ready for Inspection: \_\_\_\_\_

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### FIRE CODE REQUIREMENTS FOR FOOD & OUTDOOR VENDORS

The City Of Baytown Fire Department has established the following requirements and criteria for all vendor booths:

- Yes  No 1. *Are you a 501.c.3 organization?*
- Yes  No 2. *Will you be using a tent / Canopy?*  
 ✓ All canopies or tents must be fire rated (a minimum of CPAI-84 fire rated). See page 2 for instructions
- Yes  No 3. *Will you be using a heat producing device OR an open flame device?*  
 ✓ All booths with any type of heat-producing or open flame cooking devices (grill, fryer, etc.) must have at least one (1) 3A:40BC rated fire extinguisher
- Yes  No 4. *Will you be frying in grease or cooking meats that produce grease (beef, chicken, pork)?*  
 ✓ Booths that are deep frying any food (french fries, funnel cakes, etc) must have at least one (1) 3A:40BC rated fire extinguisher and a "Class K" fire extinguisher.
- Yes  No 5. *Will you be using a generator?*  
 ✓ All booths with any type of fuel-fired generator must have at least one (1) 3A:40BC rated fire extinguisher.

If the answer is 'NO' to questions 1- 3, then a fire inspection is not required.

**Fire Department Permit / Inspection Fee is \$25 per booth / location. (City Ordinance Sec. 2-595.c)**

**I acknowledge that I have read and meet all of the above requirements (Signature) \_\_\_\_\_**

If there are any questions regarding these requirements, please contact an Inspector from the Fire Marshal's Office at 281-422-2311.

<b>FOR OFFICE USE ONLY</b>	
Number of Booths	
Total Fee (# Booths X \$25)	\$
Staff member initials	

**See Page 2 for more Guidelines.**

# Temporary Outdoor Event / Food Vendor Permit Checklist



Mobile Food Vehicles (MFV's) or food tents using a gasoline, diesel or electric generator, propane or compressed natural gas, or any type fuel-fired cooking device shall be inspected by the Fire Department after each set-up or at least annually. The following is a fire inspection checklist that has been derived from the 2009 International Fire Code to assist you in preparing for your inspection.

Check off each item as you check your food tent or vehicle for compliance prior to the Fire Marshal's arrival.

## Extinguisher Requirements

All cooking vendors are required to have at least one extinguisher.

At least one class "ABC" extinguisher with a minimum of a 3A-40BC rating.

Fire extinguisher can be purchased at Lowes or Home Depot or Walmart.

Tape receipt to the outside of the extinguisher.

- Visible current inspection tag (receipt) inspected by a licensed inspector.
- Fully Charged (gauge indicates full)
- Located within 10 feet of cooking equipment.



Does your cooking operation produce grease-laden vapors? (grills, fryers, woks, etc.)

If so, in addition to the portable extinguisher listed above, your operation requires;

A "Class K" rated portable extinguisher.

- With a current inspection tag,
- It must be properly secured and Fully Charged (gauge indicates full)
- Located within 10 feet of commercial type cooking equipment or frying equipment.



## Compressed Gas

LP/Propane cylinders must be properly secured and remain secured at all times.

- Must be stored on the exterior of the vehicle.
- Must be secured to a fixed object.
- Minimum of 10-foot clearance between other vehicles or other combustible materials.



## Emergency Egress

- The means of egress (aisle or walkway) must remain unobstructed at all times.

## Miscellaneous

- Multi-plugs are prohibited.
- Use of power strips with overcurrent protection (built-in circuit breakers) are acceptable.
- All wiring must be in good working condition and all switches, outlets and junction boxes must have covers.
- All vendors who are cooking with charcoal, wood or gas must do so in a safe and responsible manner.
- General Housekeeping – All areas must be free from trash and grease build-up.

## Tents / Canopy

- All tents and canopies must have a fire retardant label on it.

**INHERENTLY FLAME RETARDANT**  
**"DO NOT REMOVE THIS TAG"**  
Additional details on the manufacturer of this item exceed the  
flame retardant requirements of Chapter 1, Section 5  
(State of California Code).  
**WARNING : KEEP ALL FLAME &  
HEAT SOURCES AWAY FROM THIS ITEM**  
This item is made with a flame retardant coating  
which meets CPALRA Section 4 specifications.  
**IF NOT FIREPROOF** The flame retardant nature of  
this cover is intended to increase the length of time  
it takes for the material to catch light however  
the fabric will burn if left in continuous contact  
with any flame source.  
It is the sole responsibility of the end user to  
determine the suitability of the product for their  
intended usage.  
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This checklist only covers some of the most common concerns with mobile food vendors, but additional codes within the 2009 International Fire Code or the NFPA Standards are subject to inspection. This checklist does not include Health Department, Building Department, Licensing or State vehicle and trailer inspection and safety regulations.

If you have any questions about these or other requirements, please call the Baytown Fire Marshal's Office at 281-422-2311.

**See Page 2 for more Guidelines.**