



Indian River County Fire Rescue
Fire Prevention Bureau
1801 27th Street Building A
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SPECIAL EVENT & TENT SALES INSPECTIONS- CHECKLIST

General: A permit may be issued contingent upon the following requirements. **Please read carefully and initial each section and sign at the bottom.** The applicant shall be responsible for the following items mentioned herein:

- SITE: A sketch or map showing locations of all tents and vendors must be provided to Fire Prevention at time of application.
- TENTS: **All tents** shall have a **Flame Retardant Certificate** on-site and/or submitted with the application. A minimum 10 ft. of clearance between rows of side-by-side tents shall be provided. Shade canopy's 10x10 or smaller without sides and not used for cooking or housing any type of heat producing or electrical (AC) devices can be used upon approval.
- ACCESS: For every 100 ft. row of tents, a minimum 5ft. wide emergency access walkway is required.
- COOKING TENTS: Tents up to 20x20 are allowed to have cooking (**APPROVED APPLIANCES**) at the edge of the tent. LP gas tanks must be secured in place (max cap 20lbs.) Fire Extinguisher must be readily available. Any LP tanks larger than 20 lbs. shall be secured 10 ft. from tents with gas lines secured. All cooking vendors shall have a 10ft. separation from all other tents and/or vendors. **NO DEEP FRYING UNDER TENTS.**
- FIRE EXTINGUISHERS: One (1) minimum rated (2A10B C) currently tagged/inspected is required for each vendor. Fire Extinguishers shall be visible and readily available for use within 75ft. of any tent along the means of egress. **Class K-Type** extinguishers are required for vendors that are frying.
- NO SMOKING: Signs required inside large tents (20x20). No Smoking permitted in any tent.
- SEATING: Seating and chair arrangements shall comply with the FFPC. Note: Minimum 3ft. wide walkways shall be provided to all exits in the tent. Note: Tents with an occupant load of over 49 require a minimum of 2 exits.
- LARGE TENTS: For tents 20x20 or larger, are closures going to be used? YES NO.
If (**yes**) enclosures are used, exits shall have exit signage. If tent is used at night, exit signs will have attached emergency lighting and be AC and DC powered.
- OPEN FLAMES: Any unauthorized open flames, fireworks or fuel-fired lighting or devices are prohibited in any tent or temporary membrane structure.
- STORAGE: Use or handling of flammable liquids or gases shall be prohibited at the site unless specifically approved and inspected by this Bureau.
- FLOOR/DECOR: No hay, straw, shavings or similar materials shall be permitted to be used within any structure, tent or canopy. Exceptions: Pre-approved flame retardant treated materials or livestock bedding/fodder.
- GENERATORS: Generators shall be on level ground, secured, and safely arranged and isolated from the occupants/general public. Exhaust shall be directed away from combustible material(s), people and/or animals. Spare fuel shall be stored in an approved container at a safe distance from generator. **NO HOT FUELING.**
- ELECTRIC: wiring and lighting shall be free of damage. All electrical equipment shall be isolated from the occupants/general public in a safe manner. All electrical connections, switches and fuses shall be in secured in approved enclosures. (NFPA 70)
- COOKING: All food cooking concession trucks, trailers and structures of rigid construction must have a commercial ventilation system, and must comply with fire extinguishment/suppression requirements. (NFPA 96)

Code References: Florida Fire Prevention Code (FFPC), NFPA 1, NFPA 96, NFPA 70, NFPA 101, & NFPA 102.

Any vendor(s) found not complying with the referenced Fire Prevention & Life Safety Codes shall be issued a cease and desist order by the Fire Marshal which will remain in effect until compliance is made.

I have read, understood, and will comply with all listed Checklist items and Code requirements.

X _____