



# **EXCELSIOR FIRE DISTRICT**

## **Minnesota State Fire Code and the Excelsior Fire District Inspection Fire Safety & Code Requirements**

### **EXHIBITORS, VENDORS, CONCESSIONS, FOOD TRAILERS, TRUCKS, BOOTHES, AND TENTS UNDER 400 SQUARE FEET**

The following risk reduction requirements apply to event participants and organizers. Below is inspection information for the event and a list of the most common Minnesota State Fire Code violations found during Excelsior Fire District inspections of exhibitors, vendors, and concessions.

Complete sections for tents, canopies and other membrane structures can be found in chapter 31 of the Minnesota State Fire Code and in referenced chapters and codes books. The following applies to tents less than 400 square feet.

### **CONTACT AND INFORMATION REQUIRED FROM EVENT ORGANIZERS**

**Organization name:**

**Tent size/sizes:**

**Event name:**

**Tents location (s):**

**Contact:**

**Dates of operation:**

### **GENERAL REQUIREMENTS**

A bird's eye view sketch of the tent (s) locations should be provided to the Excelsior Fire District **2 weeks prior to the event.**

Sketch should include the following:

- ✓ Structures surrounding the tent (s) and approximate distance the structures are from the tent (s)
- ✓ Other tents and structure included in the event
- ✓ Streets, road ways, public way, trails and sidewalks
- ✓ Road closures

All exhibitors, vendors, concessions tents, food trucks, trailers, booths, and tents using any type of a power supply, propane, open flame, or operate with conditions that have the potential to be hazardous must be inspected before opening to the public.

All tents will be inspected to make sure they are secured properly.

## Inspections

A time for the inspection(s) must be set by the Excelsior Fire District and the Event Coordinator/Planner at least **2 weeks before the event**. All exhibitors, vendors, concessions tents, food trucks, trailers, booth, and tents must be set up and ready for inspection at the set for the inspections. A **\$100.00 fee** will be charged for exhibitors, vendors, and concessions not set up and present when the inspections begin.

It is the responsibility of the event organizers to notify all exhibitors, vendors, concessions tents, food trucks, trailers, booths and tents under 400 square feet of the inspection time and to provide them with copies of the current years Excelsior Fire District Inspection Fire Safety & Code Requirements document.

A list of the vendors requiring an inspection must be provided to the Excelsior Fire District **2 weeks before the event**. Include the following information:

- 1) Exhibitors, vendors, and concessions business name
- 2) Business address
- 3) Business owners/operators name(s)
- 4) Phone number(s)
- 5) E mail(s)
- 6) Any special information that applies to the inspection

All exhibitors, vendors, concessions tents, food trucks, trailers, booths, and tents must be present and have their booth, trailer, tent area completely set up and ready for their MN State Fire Code Inspection at the time that is set. A **fee of \$100.00** will be applied to those who are not present and ready for inspection at the time set. Items can not be sold from individual exhibitors, vendors, or concessions business to the public until the inspection is complete.

## Recreational Fire Burn Permit

Any type of recreational fire at the event will required an annual Excelsior Fire District Recreational Burn Permit turned into the Excelsior Fire District 7 business days before the event.

A copy of the permit must be on the event site.

## EXHIBITORS, VENDORS, AND CONCESSIONS INFORMATION

All exhibitors, vendors, concessions tents, food trucks, trailers, booths, and tents businesses must be completely set up and ready for their MN State Fire Code Inspection at the time that is set. This includes all exhibitors, vendors, concessions tents, food trucks, trailers, booths, and tents businesses that have been inspected at previous events in the same calendar year. A **fee of \$100.00** will be applied to those who are not ready for inspection on the time set. Items can not be sold to the public from individual exhibitors, vendors, concessions tents, food trucks, trailers, booths, and tents until the inspection is complete.

## MN State Fire Code 2017

**Section 3103.3 Place of assembly.** For the purposes of this chapter, a place of assembly shall include a circus, carnival, fair, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.

### THE TOP 5 MOST COMMON VIOLATIONS FOUND WHEN CONDUCTING INSPECTIONS FOR A TENT THAT IS LESS THEN 200 SQUARE FEET.

- 1. Portable Fire Extinguishers must be Present and have Current Inspection Tag or a receipt showing proof of purchase in the last 12 months.**
- 2. Portable Fire Extinguishers must be Mounted or Secured**
- 3. LP Gas must be Secured**
- 4. Tents and their Appurtenances shall be Anchored properly (see EFD Tent Safety 101 document)**
- 5. Electrical cords that cross pedestrian pathways, traffic areas, or areas of egress shall be protected to prevent potential slips, trips and falls of pedestrians.**

### 1. Portable Fire Extinguishers must be Present and Current

#### Commercial Cooking Equipment

**State Amendment 906.1 #2 Portable fire extinguishers for commercial cooking equipment.** Portable fire extinguishers shall be provided within 30 foot travel distance of commercial-type cooking equipment.

**904.11.5.2 Class K Portable Fire Extinguisher.** Cooking equipment involving vegetable or animal oils or fats shall be protected by a 1.5 gallon Class K portable fire extinguisher

1. For up to four fryers having a maximum cooking medium capacity of 80 pounds.
2. For individual fryers exceeding 6 square feet in surface area.

#### Portable Class A Class B & Class C Fire Extinguishers

A commercial ABC fire extinguisher that has been inspected, tested, and tagged or is brand new with in the last 12 months and accompanied with a receipt on site shall be provided.

Fire extinguishers shall be provided for cooking operations. Cooking equipment involving vegetable or animal oils or fats shall be protected by a Class K portable fire extinguisher. For all other purposes each vender shall provide an ABC-5 pound fire extinguisher.

**Note: The Excelsior Fire District requires any exhibitor, vendor, or concessions that have an approved open flame, uses electricity and/or has a power supply must provide a fire extinguisher.**

**Note: The Excelsior Fire District requires all concessions that are operating in front of an establishment and/or on the same property must have a fire extinguisher that is solely assigned for the concession operations. A fire extinguisher designated for an area within the operating business cannot be used for the concessions area.**

## **2. Portable Fire Extinguishers must be Mounted or Secured**

**906.7 Hanger and Brackets.** Hand-held portable fire extinguishers shall be installed on the hanger or brackets supplied. Hangers and bracket shall be securely anchored to the mounting surface

**Note: To prevent accidental discharge of fire extinguisher (s) The Excelsior Fire District requires that the fire extinguisher shall be mounted and/or secured to a stable object with a rope or bungee cord. The extinguisher shall be secure in a manner that allows it to be readily assessable, not be obstructed, and not required special operation to access.**

**901.6.1 Standards.** Fire protection systems, alarms systems, and fire extinguishers shall be inspected, tested and maintained annually in accordance with reference standards listed in Table 901.6.1. A fire protection system, alarm system, and *fire extinguisher must be tagged with current date of inspection.*

**Note: Owners and operators of concessions should be aware that in the event of a cooking, frying, or equipment fire they should turn off the electrical power source, propane tank, or any other equipments /sources if it is safe enough to do so.**

## **3. LP Gas**

**3104.16.1 General.** LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved. Approved piping shall be of a flexible type. Ridged piping such as copper is not allowed.

**3104.16.2 Location of containers.** LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, air-supported, air-inflated or tensioned membrane structure, or canopy. Valves shall also be pointed away from pedestrian pathways and areas where people gather.

**3104.16.3 Protection and security.** Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, air-supported, air-inflated or tensioned membrane structure, temporary membrane structure or canopy shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

**Note: The Excelsior Fire District requires when portable LP-gas or compressed gas container are on site at any time they must be secured with a chain, nylon tie down strap, or medal cord. No ropes or bungee cords will be accepted.**

**Exception: Propane tanks 20 lbs. or less can be placed in a secure weather proof crate, medal box, or container that will prevent them from tipping.**

#### **4. Tents and their Appurtenances shall be Anchored Properly**

**3103.9 Anchorage required.** Tents and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. All post/legs of the tent must be tied done, anchored, or weighed down to prevent the tent from lifting on any sides. Documentation of structural stability shall be furnished to the fire official on request.

**Note: All tents at the event regardless of use shall be anchored as above.**

**Tents shall be secured as soon as they are set up and taken down. As soon as the weights/stakes are removed.**

**Note: The Excelsior Fire District requires that all tents shall have stakes and/or weights secured to each leg. Tents ranging in sizes from 10x10 to 12x12 shall be staked and/or weighed the equivalent of 35-100 pounds on each leg. Follow manufactures instructions for weight, wind speed, and holding power requirements higher than 35 pounds/PSI. If a vendor has a tent larger than 12x12 they must contact the Excelsior Fire District one week prior to the event.**

**See EFD Tent Safety 101 document for more information.**

#### **Tents, Canopies and Other Membrane Structures**

**3103.8.2 Location** Tents, canopies or membranes structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustible engines. For the purpose of determining required distance, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

**Note: The Excelsior Fire District may reduce the distance between tents in order to keep a safety zone maintained around each tent and to limit foot traffic in-between tents.**

Please consult the code official for the Excelsior Fire District for exact tent location (s).

**Note: For safety purposes the Excelsior Fire District may require certain precautions be taken around support ropes, guy wires, and stakes.**

**3104.17.1 Use.** Flammable-liquid-fueled equipment shall not be used in tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures.

**3104.7 Open or exposed flame.** Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devise or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public *unless approved by the fire code official.*

**Note: No lit candles**

### **Food Preparations**

**3104.15.3 Location.** Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials

**3104.15.5 Cooking tents.** Tents where cooking is performed shall be separate from other tents by a minimum of 20 feet.

**3104.15.6 Outdoor cooking.** Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of the tent.

**Note: No deep fat frying will be allowed in a canopy or tent that is a temporary portable/collapsible shelter that is used outdoors, made of polyester, treated fabric or related materials and is held up with poles.**

### **Heating or Cooking Equipment**

**3104.15.1 Installation.** Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the code official.

### **Heaters**

Torpedo style and tank mounted space heaters are not allowed to be used in tents. Use of an unapproved heater can result in a citation. Approved tent heaters and/or approved indoor/outdoor heaters are allowed to be used in tents and manufactures instruction must be followed. All heaters in use must be UL approved.

Patio heaters that are UL approved can be used and manufactures instructions must be followed. Manufactures instructions must be made available upon request.

### **Flammable & Combustible Liquids (gas)**

**3104.17.2 Flammable and combustible liquid storage.** Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15 240 mm) from tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures or canopies.

## **Generators**

**3104.19 Separation of generator.** Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6096mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.

**3104.17.3 Refueling.** Refueling shall be performed in an approved location not less than 20 feet (6096 mm) from tents or membrane structures.

**Note: The Excelsior Fire District requires that generators be protected from any type of impact and damage.**

## **House Keeping**

**3104.22 Combustible waste material.** The floor surface inside tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures or canopies and the grounds outside and within a 30-foot (9144 mm) perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

Should you have any questions, please feel free to contact an Excelsior Fire District Inspector, Kellie Murphy-Ringate at 952-960-1692 or e-mail [kmurphyringate@excelsiorfire.org](mailto:kmurphyringate@excelsiorfire.org)

## **Cooking Demonstrations**

**The Excelsior Fire District requires that cooking must be attended at all times.**

**All cooking demonstrations shall follow the Excelsior Fire District requirements, the Minnesota State Fire Codes, and NFPA Standards that apply to cooking, items and equipment related to cooking.**

**Do not allow pets and small children within 3 feet of the cook top/cooking area.**

**The cooking demonstration tent must be completely set up and ready for inspection each week.**

Revised: March 9, 2018  
Green Sheet