



# Inspection Checklist for Special Events

Must be completed prior to public occupancy

**ADMINISTRATION:**

- \_\_\_ Date(s) and hours of event \_\_\_\_\_
- \_\_\_ Location(s) of event \_\_\_\_\_
- \_\_\_ Number of attendees including management and emergency staff \_\_\_\_\_
- \_\_\_ Primary event contact cell phone and/or radio frequency \_\_\_\_\_
- \_\_\_ Provide a copy of the submitted/approved event contact list.
- \_\_\_ Provide a copy of the submitted/approved overall and detailed floor plans of event.
- \_\_\_ Provide a copy of the submitted/approved Event management team (Crowd Management, Fire Watch, EMS)

**GENERAL:**

- \_\_\_ Waste material in and around tents, booths must maintain 30 feet perimeter and interior floor areas, kept in containers and removed daily.
- \_\_\_ Combustible decorative materials are to be flame resistant except table covers.
- \_\_\_ Event location, tents, trailers, stages, egress routes, etc shall maintain 30'-50' minimum clearances from flammable vegetation, per fire official.
- \_\_\_ Exits, aisles and passageways (12' min) shall not be blocked or width obstructed in any manner.
- \_\_\_ Roads for egress, ingress and emergency evacuation routes must be unobstructed. (Including AG & Private access)
- \_\_\_ Parking areas must maintain exiting pathway and provide fire watch (open field or roadside/event viewing areas)

**BOOTHS (tent/canopies/trailer):**

- \_\_\_ Sidewalls, drops, and tops of all such structures shall be made of a flame-resistant material or treated with a flame retardant approved by the California State Fire Marshal.
- \_\_\_ A 10-foot wide separation shall be provided for every 200 lineal feet of vendor booths.
- \_\_\_ A fire access of 20 feet between rows of booths shall be maintained at all times.
- \_\_\_ Sale or display items shall not be allowed within the fire access.
- \_\_\_ Booths or rows of booths shall be located more than 20 feet from property lines, buildings, parking areas or internal combustible engines.
- \_\_\_ Booths shall have at least one exit.
- \_\_\_ All structures shall be adequately braced and anchored to prevent collapse.
- \_\_\_ Exit doors must remain open or be covered with flame resistant material and swing outward.

**COOKING AREA LAYOUT:**

- \_\_\_ Cooking operations must be 20 feet from other combustible booths, structures, tents AND 10 feet from exits.
- \_\_\_ A minimum of 2-foot side clear space shall be provided between the cooking space area and the back of the tent.
- \_\_\_ A minimum of 18-inch wide clear space shall be provided between the cooking space and the side and rear of the cooking area.
- \_\_\_ Cooking and barbecues shall be a minimum of 10 feet from any booth and shall be protected from access by the public.

**PORTABLE FIRE EXTINGUISHERS:**

- \_\_\_ Portable fire extinguishers shall be installed throughout the premises, every 75 feet of travel minimum rating of 2A:10B:C.
- \_\_\_ Cooking facility booths and booths adjacent to them shall have a fire extinguisher rating of a minimum 3A:40B:C, unless the cooking involves deep fat frying or WOKS then the additional extinguisher must be a K type extinguisher.
- \_\_\_ Permanent businesses shall have a portable fire extinguisher with a minimum rating of 2A: 10B:C.

**IGNITION SOURCES:**

- \_\_\_ Smoking, fireworks, open flame or hot objects capable of ignited combustible materials shall not be allowed inside the booths.
- \_\_\_ 'No Smoking' signs shall be posted.
- \_\_\_ Cooking and BBQs shall be a minimum of 10 feet from any booth and shall be protected from access by the public.

**ELECTRICAL & GENERATORS:**

- \_\_\_ Extension cords shall be of a grounded type and listed for exterior use.
- \_\_\_ Extension cords shall be unplugged after each daily use.
- \_\_\_ Extension cords shall not be used in lieu of hardwiring.
- \_\_\_ Generators and other internal combustion engines will be 20 feet from tents, isolated from public contact with fencing or enclosures.

**COMPRESSED GAS TANKS:**

- \_\_\_ LPG and other compressed gas tanks shall be secured in an upright position.
- \_\_\_ All tanks shall be protected from public access.
- \_\_\_ Empty tanks shall be removed on a daily basis.

**USE OF LIQUID PETROLEUM GAS:**

- \_\_\_ Vendors may use Liquefied Petroleum Gas (LPG) in booths as defined above, when the booth is separated from other booths, tents and canopies by at least 20 feet and approved by the SLO County Health Department.
- \_\_\_ LPG cylinders shall be located outside tents and canopies. Minimum of 10 feet (less than 500 gal) and 25 feet (over 500 gallons)
- \_\_\_ Flammable and combustible liquids must be stored outside in approved containers and no less than 50 feet from tents/membranes/stages.

**BARBECUES:**

- \_\_\_ Trailer, charcoal, and/or LPG BBQ's shall not be located inside or within 20 feet of combustible walls, roofs, or other combustible material.
- \_\_\_ Small barbecues and hibachis may be placed on tables in the cooking space if a thermal barrier is provided between the barbecue and table. This may be a concrete block underneath the barbecue, as long as the entire area of the barbecue is provided with protection underneath.
- \_\_\_ Luau in ground cooking must maintain clearances of 30 feet and be isolated from public contact.

**SPECIAL APPLIANCES:**

- \_\_\_ Warming appliances/steaming trays, both electric and solid fuel types, shall be located inside tents. They will be monitored by the event organizers, the County Health Department and the CAL FIRE/SLO County Fire Department. The intent is that food preparation will occur within the tent.
- \_\_\_ Deep-fat fryers and other unique appliances for the cooking and holding of food until served will be reviewed by CAL FIRE/SLO County Fire Department and are only approved on a case-by-case basis. If approved, a Class K portable fire extinguisher shall be located within 30 feet of the fryer.
- \_\_\_ UL 300 hood systems and K extinguisher required for food service trucks. Health and Safety Code §114149.1 (a)
- \_\_\_ If the appliances used would require food preparation to occur outside, the Fire Marshal may evaluate the heat potential of the appliance and approve its' use within the tent.

**ADDITIONAL CORRECTIONS**

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**Fire Official** \_\_\_\_\_ **Date** \_\_\_\_\_ **Event coordinator** \_\_\_\_\_ **Date/time** \_\_\_\_\_

**Authority**

Permits, approvals and inspections shall be in accordance with the California Code of Regulations-Title 19 (Chapter 2), 2013 California Fire Code (Section 906 & Chapter 10, 31), 2013 California Building Code (Chapter 31), California Health & Safety Code (Division 104, Part 7, and Chapter 4), CAL FIRE/San Luis Obispo County Fire Department, and the San Luis Obispo County Health Department.