



In order to ensure a safe and enjoyable time for all at your event, the Bellevue Fire Department will require the following conditions for a temporary tent or membrane structure:

Compliance with all applicable provisions of the International Fire Code (IFC), is required. Depending on the size and type of the event, additional conditions not listed below may be required.

Access – Tents or membrane structures shall not be located in a fire lane. Access shall be maintained for all tents and membrane structures. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, membrane structures, parked vehicles, or combustion engines.

Exception: Separation distance between tents and membrane structures not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.

Bracing – Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

Flame Resistance – Tents or membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. (See NFPA 701 for performance criteria.) Tents or

membrane structures shall have a permanent affixed label bearing the identification of size and fabric or material type.

Smoking – Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be conspicuously posted.

Exits – Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of less than 8 feet. Exits shall be clearly marked with approved exit signs when the exit serves an occupant load of 50 or greater. The surface of means of egress shall be kept clear and maintained in an approved manner.

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

Cooking / Warming Devices – Tents or membrane structures where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet.

Exception: Cooking or heating of food in tents without sidewalls or drops may be allowed at reduced separation distances when approved by the fire code official.

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

Fire Protection – A portable fire extinguisher having a minimum 2A:10:BC rating shall be provided at an interval of not less than 75 feet of travel distance. Each tent or membrane structure where cooking of food producing grease takes place shall also be equipped with a portable class “K” type fire extinguisher.

Combustible Materials – All combustible materials shall be kept away from exit travel and heat sources.

Electrical Cords – Extension cords shall be plugged directly into an approved receptacle and serve only one portable appliance. All cords shall be protected from physical damage and foot traffic. All spliced wires and open junction boxes are not permitted.

The rated electrical capacity of the appliance shall not exceed the rated capacity of the extension cord.

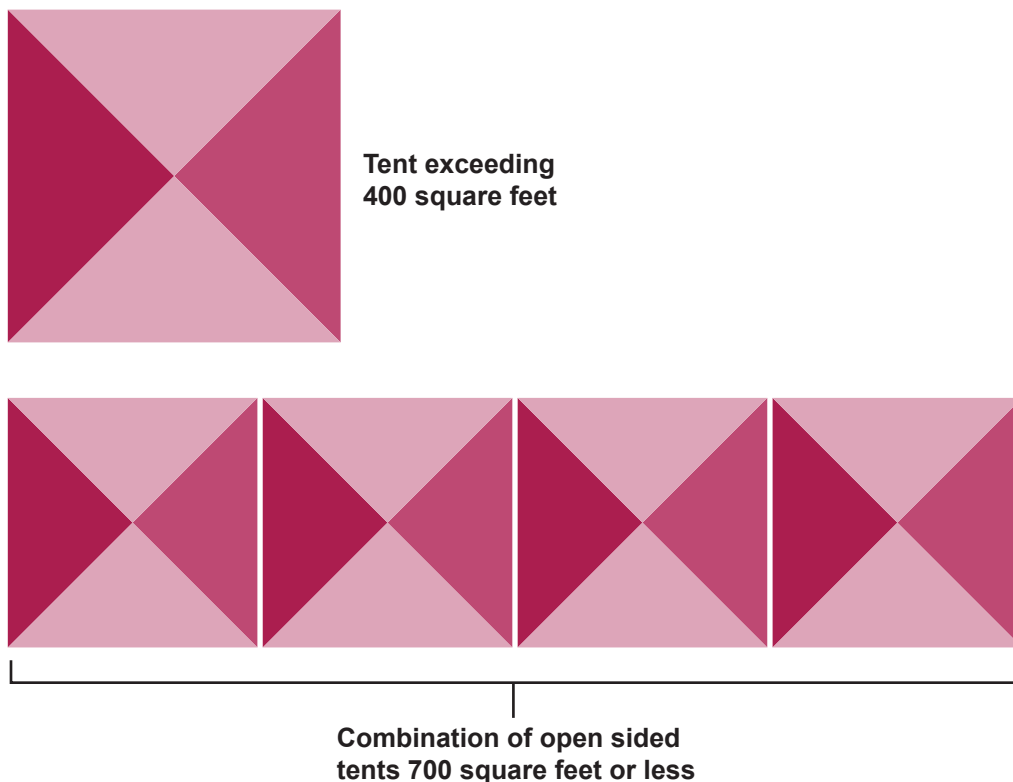
Flammable Gases – LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. Portable containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.

Exception: Portable containers not exceeding 5 gallons are not required to be separated provided they are secured to prevent displacement.

Generators – Generators shall not be located within tents or membrane structures. Refueling, shall not occur within 20' of tents or membrane structures. Fuel storage shall not be located closer than 50' from tents or membrane structures.

Permit – A Fire Department Operational Permit is required for individual tents with sidewalls and membrane structures having an area in excess of 400 square feet or when combination of tents exceed 700 square feet. There are some exceptions to the permit thresholds, please refer to the International Fire Code for further clarification.

Inspection – A Fire Department inspection is required prior to use of tent, or membrane structure before the event can begin. Contact the Bellevue Fire Prevention Division at 425-452-6872 for permit and inspection information.



The City of Bellevue Fire Department requires **all occupancies** (except R-2 Occupancies – see the fire code for more detailed information) to have portable fire extinguishers readily available and functioning with maximum efficiency without hazard to the user. Portable fire extinguishers must have a minimum size or rating of **2-A; 10-B; C**, or larger based upon hazard.

All portable fire extinguishers shall be installed on hangers, brackets, or mounted in approved cabinets. Extinguishers weighing less than 40 pounds shall be installed with their tops not higher than 60" above the floor; extinguishers weighing more than 40 pounds shall be mounted with their tops no higher than 42" above the floor. In both cases the bottom of the fire extinguishers shall be not less than 4" from the floor.

When portable fire extinguishers are not readily visible, a sign indicating the location of the extinguisher(s) must be installed to show their location.

MONTHLY INSPECTION

Inspection of portable fire extinguishers shall be done monthly by owners/occupants to ensure that each fire extinguisher is in good working order. This inspection should include the following:

- Verify appropriate extinguisher placement and location.
- Verify the extinguisher is visible and accessible to everyone.
- Verify seals and tamper indicators are in place and unbroken.
- Verify the extinguisher gauge indicator is in the **green**, and an inspection tag is displayed.

The person doing the inspection shall date when the monthly inspection was performed and initial the record. Inspection records shall be kept onsite for the last 12 months.

ANNUAL SERVICE

Annual maintenance, servicing, and (recharging if needed) shall be performed by a **trained certified maintenance technician***, who has access to the appropriate servicing manual(s), proper types of tools, recharging materials, lubricants, and manufacturer's recommended replacement parts specific for each type of portable fire extinguisher on the premises.



SAFETY PIN

PRESSURE GAUGE

RECORDS OF THE INSPECTION

FIRE EXTINGUISHER



In addition to annual maintenance by a certified technician, a six (6) year service, and a twelve (12) year hydrostatic test is required for all dry chemical extinguishers. A five (5) year hydrostatic test on stored pressure water extinguishers and Class K fire extinguishers are also required.

Servicing and hydrostatic testing must always be conducted by a certified service personnel. Should you have any questions, please feel free to call 425-452-6872.

**Examples of acceptable certified maintenance technician include:*

- ICC Certified Fire Extinguisher Technician
- Seattle Fire Department licensed to service fire extinguishers



Mobile food vendors have all of the potential ingredients for a fire that can flame out of control causing serious damage, injury and even death: Open flames, hot equipment, electrical connections, cooking oils, cleaning chemicals, propane, engine oil and paper products.

A fire can be devastating, but there are fire safety basics you can take to prevent fires and minimize the damage.

Location:

Do not obstruct. Do not place mobile food vending vehicles, trucks, trailers, carts or the like in a manner that obstructs or interferes with fire lanes, fire department connections, fire hydrants or egress from any building.

Fire Safety Basics: Fire Prevention

- **Automatic fire-suppression system in the truck.** These systems automatically dispense chemicals to suppress the flames and also have a manual switch. Activating the system automatically shuts down the fuel or electric supply to nearby cooking equipment. Your fire-suppression system must be professionally inspected semiannually.
- **Keep portable fire extinguishers as a backup.** 2-A:10-B:C fire extinguishers are required to be present for all mobile food vendors. Where cooking utilizes deep fat fryers, a Class K fire extinguisher is also required.
- **Schedule regular maintenance on electrical equipment,** and watch for hazards like frayed cords or wiring, cracked or broken switch plates and combustible items near power sources.

- **LPG (Propane).** If you utilize propane, ensure that the vessels are secured to the food service platform that provides a reasonable expectation of security while parked or in transit. Ensure that the vessels are in compliance with DOT regulations (see last page).
- **Portable Generators.** Never refuel a generator while it is operating! Locate generators at least 20' away from your mobile food vending unless the generator is 6,500 watts or smaller and not readily accessible to the public.

Train your food truck staff on these fire safety basics:

- **Find and use a fire extinguisher appropriately.** An acronym you may find helpful is PASS – pull out the pin, aim at the base, squeeze, and make a back and forth sweeping motion.
- **Clean up the grease.** Cleaning exhaust hoods is especially important, since grease buildup can restrict air flow. Be sure to also clean walls and work surfaces; ranges, fryers, broilers, grills and convection ovens; vents and filters.
- **Never throw water on a grease fire.** Water tossed into grease will cause grease to splatter, spread and likely erupt into a larger fire.
- **Remove ashes** from wood and charcoal-burning ovens at least once a day.
- **Store flammable liquids properly.** Keep them in their original containers or puncture-resistant, tightly sealed containers. Although a food truck kitchen is very small, you should attempt to store containers in well-ventilated areas away from combustible supplies, food, food-preparation areas or any source of flames.
- **Tidy up to avoid fire hazards.** Store paper products, linens, boxes and food away from heat and cooking sources. Properly dispose of soiled rags, trash, cardboard boxes and wooden pallets at least once a day.

- **Use chemical solutions properly.** Use chemicals in well-ventilated areas, and never mix chemicals unless directions call for mixing. Immediately clean up chemical spills.

Prepare an Emergency Plan

If a fire breaks out in your food truck, your staff must take control of the situation and all employees must safely exit the vehicle and lead customers to a point safely away from the truck.

- **Be prepared to power down.** Train at least one worker per shift how to shut off propane and electrical power in case of emergency.

- **Have an evacuation plan.** Designate one staff member per shift to be evacuation manager. That person should be in charge of calling 911, determining when an evacuation is necessary and ensuring that everyone exits the food truck safely. Ensure your staff knows where all of the exits are.

Offer emergency training. Teach new employees about evacuation procedures and the usage of fire-safety equipment. Give veteran staff members a refresher course at least annually.

For any questions regarding mobile food vending, please call 425-452-6872.

ATTENTION.

Food Truck Operators

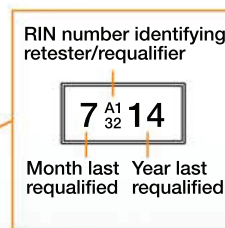
Are you aware that your compressed gas cylinders must be inspected?

Cylinders are required to be requalified, or replaced every 5-12 years depending on the cylinder type, condition, and previous qualification method (Ref. 49 CFR §§ 180.205(d) and 180.209).

The original manufacture/test date and any requalification/retest dates must be presented in a specific manner. Cylinders that are overdue for requalification must not be refilled.

If propane tanks are manufactured to ASTM Standards and built into the truck's body making it difficult to remove, then these tanks are exempt from the DOT reinspection requirements.

For more information, contact the Hazmat Info-Center: 1-800-467-4922.



Requalification Date



Original Manufacture/ Test Date

If no requalification markings are found, the cylinder must be requalified within 12 years of the original manufacture date. (Must be requalified by 5/2017 in this example)



Volumetric Test.

Basic Marking. Must be requalified within 12 years of stamped date (Must be requalified by 7/2026 in this example)



Proof Pressure Test.

"S" indicates cylinder must be requalified within 7 years of stamped date (Must be requalified by 7/2021 in this example)



External Visual Test.

"E" indicates cylinder must be requalified within 5 years of stamped date (Must be requalified by 7/2019 in this example)