



Charleston Fire Department

808 Virginia Street, West
Charleston, West Virginia 25302
Telephone: (304) 348-8098 FAX: (304) 348-0731
Chief Craig A. Matthews



Requirements for Outdoor Events in the City of Charleston

Definitions

Cooking Booth – A booth where food is prepared by heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, or boiling.

Mobile Concessions Stand – A mobile vehicle where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, or boiling.

Tent – A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope or cables or both.

Responsibilities

Event Sponsor – The Event Sponsor assumes overall responsibility for the set-up and running of the event and ensures compliance with Fire and Life Safety guidelines.

- The Event Sponsor shall provide a site plan to the Fire Prevention Bureau showing the following:
- The name of all streets and areas that are included in the event.
- The locations of Fire Dept. access lanes (20 ft. minimum)
- The locations of food vendors
- The event sponsor shall notify each vendor on the Vendor List that they must be registered with the city of Charleston.
- The Event Sponsor shall distribute a copy of this guide to each vendor.

Event Vendor – Event Vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the Event Sponsor to ensure compliance with Fire and Life Safety regulations.

- The Event Vendor shall:
 - Keep Fire Lanes, Fire Hydrants, Fire Department Connections and building access clear and unobstructed.
 - **There SHALL be a Minimum 10 ft. Separation between Vendors. NFPA 1 (2021): 50.8.2.2 (Starting 2024) Per Fire Chief**
 - Be prepared for a Fire Inspection starting 2 hours prior to opening for business.
 - Correct any violations prior to opening for business. Non-compliance shall result in that vendor not being allowed to operate and/or citation being issued.

- Maintain all Fire and Life Safety requirements for the duration of the event.

Charleston Fire Dept. Fire Prevention Bureau – The members of the Fire Prevention Bureau are responsible for inspecting the event prior to opening. They shall inspect all related aspects of the event. The event inspectors shall issue correction notices if required and re-inspect to ensure compliance.

- Fire inspections shall include, but not be limited to the following:
 - Hot Food vendors
 - Fire Dept. Access
 - Access to hydrants, Fire Dept. Connections and Fire Control Rooms
 - Event Egress
 - Generators and propane tanks
 - Assembly area/tents
 - Pyrotechnics and open flame effects

General Requirements

Fire Hazards and/or Concerns

- Remove trash accumulations regularly.
- No Open Flame Devices (except for cooking purposes) of any kind shall be present within the booth or any structure.
- There shall be no storage of flammable liquids within 10' of any booth, tent, or structure.

Electrical Power

- Generators, if used, shall be kept at least 12' away from any booth and shall be protected from contact. NFPA 96 (2021) 17.6.2.1
- When refueling generators, 10' clearance shall be maintained from any part of the event to include all booths, tents, or structures. The generator shall be turned off while being refueled.
- Extra fuel shall be stored within a container that is correctly labeled and approved for such storage.
- Smoking and open flames shall be prohibited within 25' of refueling operations.

Cooking Booth Requirements

Construction Requirements

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, CPAI-84, or labeled with a California State Fire Marshal's seal.
- If the tent/canopy does not bear the California State Fire Marshal's seal, cooking with grills, deep fryers and commercial appliances cannot be conducted under that tent/canopy.
- All cooking devices shall be isolated from the public by not less than 48" or must be protected by barriers between the device and the public.
- All commercial cooking equipment shall be placed on noncombustible surface material with a well stabilized cooking surface.
- Disposal of grease is required at the completion of the event in a manner in accordance

with local DEP regulations. (This does not include dumping it down storm drains!)

- **All tents must be secured to the ground with weights to prevent damage during high winds.**

Propane Cylinders - NFPA 1 (2021) 50.8.7

- Propane cylinders shall be installed upright and shall be secured to prevent overturning and protected from any physical damage.
- Propane tanks shall be located so that they are not accessible to the public. Propane tanks shall be located at least 5' from any cooking equipment.
- Cylinders not connected shall be secured and stored away from any cooking operations.
- **All Gas systems shall be inspected/tagged and tested annually by a Licensed/Certified 3rd Party. (Starting 2019)**

Fire Extinguishers – NFPA 1 (2021) 50.5.7

- All cooking vendors must have a minimum of one 2A rated 5 lb. ABC portable fire extinguisher.
- If cooking vendors are using deep fat fryers or any cooking device which produces grease laden vapors, a Class K extinguisher shall be required.
- All extinguishers shall be stored in a manner to be quickly accessible and kept safe from tampering.
- All extinguishers must be up to date with a recent inspection within the last year of the last inspection.
- **All mobile concession stands using grills, griddles, deep fat fryers or any cooking device which produces grease laden vapors shall be equipped with a hood and fire suppression system as required by NFPA 96. All systems shall be serviced every 6 months and bear a current service tag. Grease filters shall be cleaned and in place.**

I have read and agree to comply with the “Requirements for Outdoor Events” in the city of Charleston. If you’re uncompliant with any of the requirements found in this article you may be shut down and asked to leave until violations are resolved.

Business: _____

Authorized Vendor Signature: _____

Date: _____