



CITY OF MANTECA

FIRE DEPARTMENT

1154 S. Union Road – Manteca, CA 95337
209-456-8300 – www.mantecafire.org



OUTDOOR ASSEMBLY EVENT GUIDELINES

1. This Guideline was developed to assist event operators and vendors to remain in compliance with the City of Manteca Fire Department, Office of the Fire Marshal's requirements for Fire Code regulated activities when participating in outdoor public assembly events.
2. These guidelines are a summary of the regulations found in the 2019 California Fire Code and Manteca Municipal Code. The event shall comply with all requirements of the California Fire Code, California Building Code, Manteca Municipal Code, and other pertinent codes, regulations, and policies.
3. The guidelines reference the requirement for several different types of activities. Activities include the use or storage of LPG (e.g. propane and butane), tents, and outdoor assembly events. Operational fire code permits for outdoor assembly events and associated activities can be obtained by submitting an Operational Fire Permit application to the City of Manteca Fire Department.
4. A consolidated list of all food vendors using LPG and participating in the event, along with a copy of their individually signed mobile food vendor forms shall be submitted to the Manteca Fire Department.

Operational Permits

1. An operational permit is required to conduct an outdoor assembly event where planned attendance exceeds 1,000 persons.
2. Food Vendors using Propane/LPG are required to obtain a permit for the use or storage of LPG (e.g. propane and butane) in a commercial setting for cooking purposes (whether with or without a tent). (This does not apply to motor vehicles that have LPG cooking appliances or LPG cooking appliances that are permanently mounted on a trailer.)
 - a. If in conjunction with a larger event, the event organizer shall submit to the Fire Department a consolidated list of all food vendors using LPG, together with a copy of their current individual permit.
 - b. Food vendors wishing to use LPG who do not have a current LPG permit shall submit a permit application and all supporting documentation, to the Fire Authority at least seven full calendar days before the day of the event. Please note an annual inspection is required prior to operating at the first event. Food vendors who do not have a current permit issued **BEFORE** the day of the event will not be allowed to use LPG during the event.
3. An operational permit is required to erect and operate a tent in an area in excess of 400 sq. ft.

Crowd Managers

1. Events where attendance is anticipated to exceed 1,000, trained crowd managers are required to have at least one crowd manager for every 250 persons anticipated. (CFC Sec. 403.3)
2. Approved training can be obtained online through the following website: crowdmanagers.com

Tents Requiring a Permit

Permitting and Fees

1. A revocable permit from the Fire Prevention Division is required prior to the assembly of tents, canopies, and temporary membrane structures having an area in excess of 400 sq. ft. Fees are required for permits and subsequent inspections.
2. To obtain a permit, plans must be submitted to the Fire Prevention Division and subsequently reviewed and approved. The applicant must submit for approval a detailed drawing of the structure, its layout,

location, separations from other structures, purpose, flame resistance certification of the fabric, and permit application. When the submittal has been approved, the required fees will be collected and an inspection may be scheduled. Permits are issued upon inspection approval.

Inspections

1. A Fire Inspector from the Fire Prevention Division is required to conduct an inspection for the approval of the temporary structure installation and permit application prior to the structure being used.
2. Fire inspections are not required for tents that do not require a permit; however, one may be requested.
3. Fire inspections are scheduled by calling the Fire Prevention Division and making an appointment. A minimum of three (3) business days is needed between the inspection scheduling and inspection date.
4. The temporary structure installer as well as a representative of the noted structure user shall be present on site for the duration of the fire inspection.

General Tent Installation Requirements

1. Be located at least:
 - a. 20 ft. from lot lines, permanent buildings, cooking booths or open-flame cooking appliances, amusement rides, generators and internal combustion engines. (CFC 3103.8.2).
 - b. 20 feet from vehicles necessary to the operation and vehicles parked on public streets, and 100 feet from other parked vehicles. (CCR Title 19, Division 1, §312).
2. Have required number of exits based on occupant load and at least one exit 3-ft. wide by 6'8" high (CFC 3103.12.2).
3. Not obstruct exit paths from permanent buildings or other vendor booths/tents (CFC 1031.3).
4. Not obstruct fire hydrants (CFC 507.5.4).
5. The sidewalls, drops and tops of tents and canopies shall be of flame-resistant material or treated with a flame retardant in an approved manner (CCR Title 19, Division 1, §335).
6. A California State Fire Marshal approval tag shall be permanently fixed to the structure (CCR Title 19, Division 1, §335).
7. If tent walls and/or ceiling is covered in taffeta (e.g. velon) the fabric must also be certified by OSFM as flame resistant (CFC 807.2).
8. An exit sign shall be provided for each exit when the occupant load exceeds 50. Exit signs shall be illuminated (CFC 3103.12.6).
9. Exits shall remain clear and unobstructed throughout the event (CFC 3103.12.8).
10. Portable fire extinguishers and other fire-protection equipment shall be provided as required by the California Fire Code (CCR Title 19, Division 1, §319).
11. Weeds, combustible vegetation and other combustible waste shall be removed from and kept free from inside and within 30 feet of the structure (CFC 3107.18).

Electrical & Heating Equipment

1. Electrical equipment and wiring shall be listed and labeled for outdoor use (CFC 3106.6.1).
2. Electrical heating equipment shall comply with the California Electrical Code and be UL listed (CFC 3107.12.7).
3. Generators shall be installed not less than 10 feet from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet away (CFC 3106.6.2).
4. Portable outdoor gas-fired heating appliances shall not be used inside tents, canopies, and membrane structures (CFC 603.4.2.1.1).
5. Only listed and approved outdoor gas-fired heating appliances shall be used (CFC 603.4.2.2.1).
6. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials (CFC 3107.12.3).
7. Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet of a tent. (CFC 3107.12.6).

Propane

1. The use of PROPANE as a source of fuel for heating is regulated by the California Fire Code and National Fire Protection Association (NFPA), Standard 58.

2. LP-gas equipment such as tanks, piping, hoses, fitting, valves, tubing and other related components shall be approved and in accordance with California Fire Code, Chapter 61 and the California Mechanical Code.
3. Containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure. Containers may NOT be located in approved fire lanes. If containers are located in the fire lane, they will be relocated or the piece of equipment will not be used (CFC 3107.13.2).
4. Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, canopy or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Containers shall be secured in an upright position (CFC 3107.13.3).
5. Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers shall not be used within 20 feet of a tent or temporary structure (CFC 3106.5.1).
6. Cooking equipment shall be provided with a noncombustible lid. The lid shall be of sufficient size to cover the cooking well completely (CFC 3106.5.2).
7. Shut-off valves must be provided at each fuel source (NFPA 58).
8. Weeds, grass brush and trash and other combustible materials shall be kept not less than 10 feet from LP-gas tanks or containers. (CFC 6107.3).

Deep Fat Frying/Flambe/Open Flame Cooking

1. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device shall not be permitted inside or located within 20 feet of a tent or membrane structure (CFC 3107.4).
2. Mobile food vendors using charcoal cooking shall be located at least ten (10) feet away from combustible structures and parked vehicles. (See Attached Diagram)
3. Mobile food vendors using deep fat frying, flambé, and open flame cooking operations shall be located outside of booths and no closer than 18 inches from any combustible material. (See Attached Diagram)
4. Separation shall be maintained with a minimum of three (3) feet clearance between deep fat frying and flambé or open flame cooking.
5. Cooking equipment shall be provided with a noncombustible lid. The lid shall be of sufficient size to cover the cooking well completely (CFC 3106.5.2).
6. Cooking equipment shall be placed on a noncombustible surface (CFC 3106.5.2).

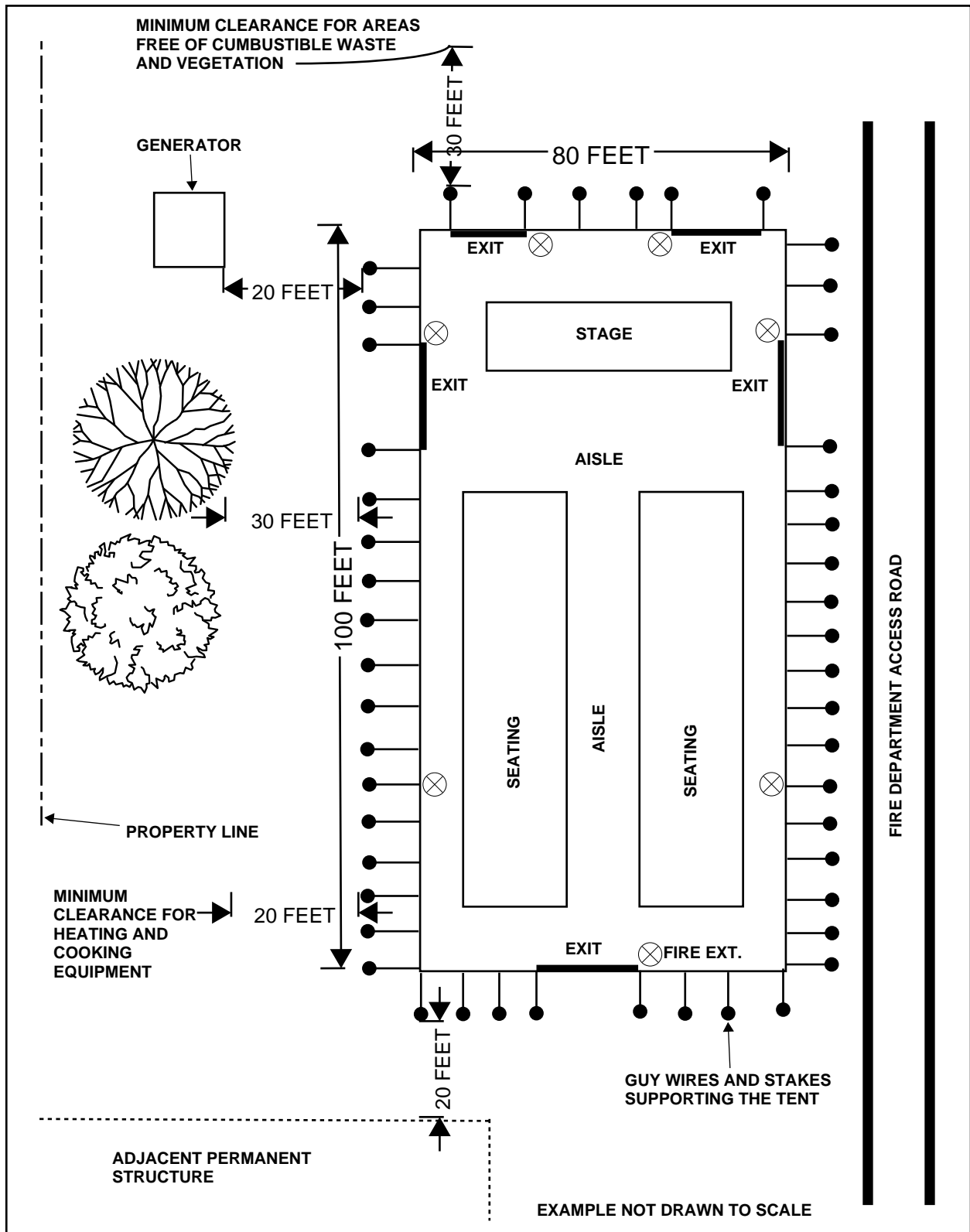
Fire Extinguishers

1. Each booth shall be provided with a minimum of a 2A:10BC portable fire extinguisher. Any cooking operations involving combustible cooking media (e.g. vegetable or animal fats or oils) will also require a Class K portable fire extinguisher (CFC 906.4, 3106.5.2, & 3106.6.3).
 - a. The fire extinguisher shall be mounted and secured so that it will not fall over.
 - b. The fire extinguisher must be visible, accessible, and located an approved distance from the cooking area.
 - c. The fire extinguisher must have been serviced within the last year and have a current California State Fire Marshal service tag attached. Fire extinguishers without the tag will not be recognized as meeting the Fire Code.

Housekeeping

1. Combustible materials shall be properly separated from cooking appliances and other heat sources (CFC 305.1).
2. Combustible waste materials shall be kept in noncombustible containers with tight-fitting or self-closing lids (CFC 3106.4.7).
3. Trash containers should be emptied regularly (CFC 3106.4.7).
4. Cooking surfaces shall be cleaned at regular intervals to prevent the build-up of grease.

SITE PLAN



BUSINESS NAME

DATE

ADDRESS

PHONE NUMBER

EMAIL



NORTH

SITE PLAN

BUSINESS NAME

DATE

ADDRESS

PHONE NUMBER

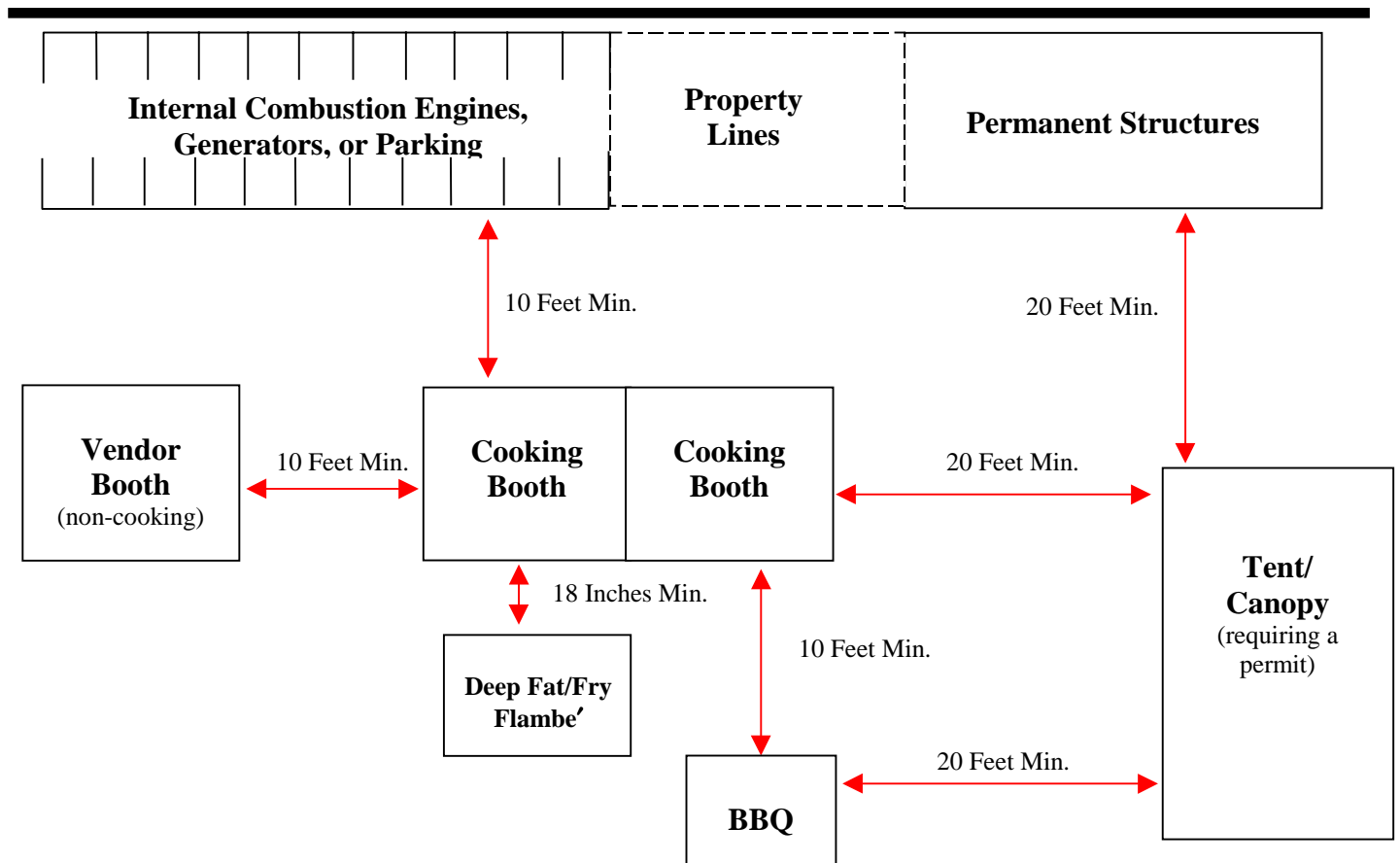
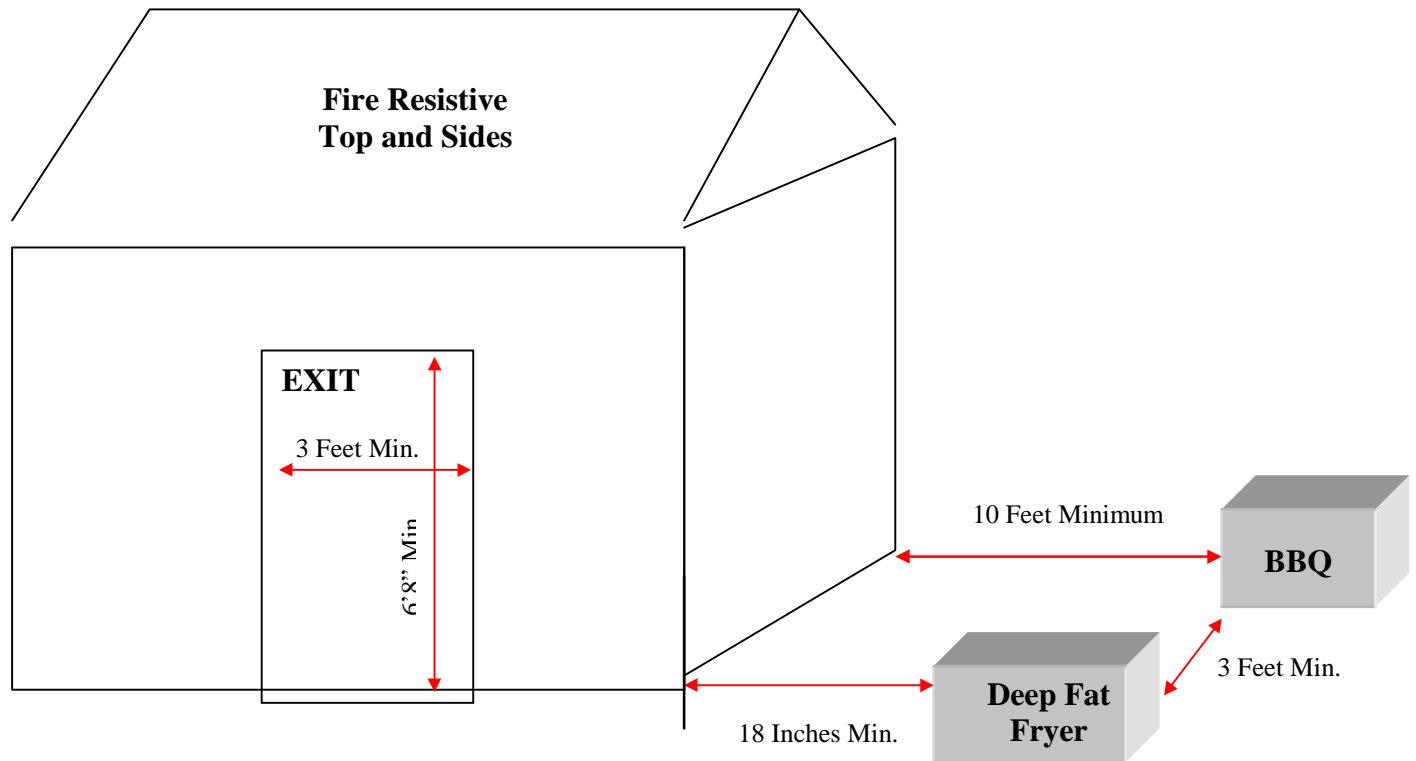
EMAIL



FESTIVAL COOKING BOOTHS

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Authority Cited: California Fire Code (CFC)





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MOBILE COOKING VENDORS Acknowledgement Form

Name of Vendor: _____

Mailing Address: _____

Telephone Number: _____

Type of Outdoor Cooking Booth: _____

Date and Location of Function: _____

I, _____ (*PRINT NAME*) hereby represent and warrant that I am the authorized agent of _____ (*PRINT NAME OF VENDOR*) with the authority to act on its behalf.

On behalf of said vendor, I have read and understand the regulations associated with outdoor cooking booths stated in the California Fire Code and summarized in the OUTDOOR ASSEMBLY EVENT GUIDELINES, and agree to comply with the regulations at the location and on the date(s) specified above.

I understand and agree that the City of Manteca Fire Marshal (and/or representative thereof) may inspect said vendor's cooking booth at any time to enforce the regulations.

Signature: _____ Date: _____

Print Name and Title: _____