

**GULFPORT FIRE DEPARTMENT**  
**Fire Marshal's Office**  
**Temporary Concession Stands**  
**GUIDELINES & PRE-INSPECTION CHECKLIST**

**TEMPORARY CONCESSION STAND PERMIT GUIDELINES**

**DEFINITIONS:**

**Canopy** is a temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

**Combustible Decorative Materials** are combustible materials used for decorative effects such as curtains; draperies; streamers; surface coverings applied over building interior finishes for decorative, acoustical or other effect; cloth; cotton batting; paper; plastics; vegetation; hay; split bamboo; straw; vines; leaves; trees; moss; and similar materials used for decorative effect. Combustible decorative materials do not include floor coverings, ordinary window shades, interior finish materials used as surface coverings (for regulations of such materials, see UBC Chapter 8, and materials 1/28 inch (0.9 mm) or less in thickness applied directly to a noncombustible backing.

**Flame Retardant** is an approved chemical, chemical compound or mixture which, when applied in an approved manner to any fabric or other material, will render such fabric or material incapable of supporting combustion.

**Flame Resistant Material** is material that has been modified in its chemical composition by impregnation, coating or has inherent composition that makes the material resistant to ignition and combustion when exposed to a small ignition source.

**Temporary Membrane Structure** is an air-inflated, air-supported, cable, or frame-covered structure as defined by the Building Code, which is erected for less than 180 days and not otherwise defined as a tent, canopy or awning. See *Uniform Building Code*, Appendix Chapter 31.

**Tent** is a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

**Low Hazard Stands** are stands which do not use electricity or heat producing equipment.

**Medium Hazard Stands** are stands which use equipment powered by electricity, flammable gases, or flammable or combustible liquids. Cooking, except for deep fat frying and similar operations, is permitted.

**High Hazard Stands** are stands where deep fat frying and similar operations are conducted.

***Stand operators who refuse to comply with these guidelines will be asked to terminate their operation and remove their equipment from the site.***

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### CONSTRUCTION

Temporary membrane structures, tents and canopies shall not be located within 20 feet of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

*In lieu of minimum separation, temporary membrane structures may be counted as one unit.*

Fire lanes shall be maintained to a minimum unobstructed width of 20 feet. Posts, fences, vehicles, trash, storage and other materials shall not be placed or kept near fire hydrants and fire department connections. A minimum of 3 feet of clearance shall be maintained around the circumference of all hydrants.

Stands shall be structurally sound and constructed of fire resistant material or material treated with an approved fire retardant.

A label or certificate of **flame-retardant treatment** is to be provided for each structure being permitted. If a label, similar to the one shown, is not permanently adhered, then a certificate is required. This certificate shall include:

- Identification of tent, canopy or temporary membrane structure, size and fabric type
- Date the fabric was last treated with a flame retardant solution
- Trade name and type of solution utilized in the flame retardant treatment
- Name of persons and firm treating the material.
- Make and manufacturer of the tent, canopy or temporary membrane structure.

Table cloths are not required to be flame resistive.

### EXITS

All stands shall have at least one clear and unobstructed means of egress (exit) with a minimum width of 36 inches.

Exits shall be located away from equipment used for cooking or equipment. Fuel lines, fuel tanks, or other hazardous storage shall be kept clear of all exits.

Exits must be maintained at all times.

### FIRE EXTINGUISHERS

All medium hazard stands shall have at least one portable fire extinguisher having a minimum rating of 2A:10B:C.

All high hazard stands shall have at least one portable fire extinguisher having a minimum rating of 2A:10B:C and at least one 2 ½ gallon Class K extinguisher portable fire extinguisher.

Portable fire extinguishers shall be installed where readily visible and accessible at all times.

**ALL** Portable fire extinguishers shall bear a tag indicating that they have been serviced within the last 12 months.

### GULFPORT FIRE DEPARTMENT FIRE MARSHAL'S OFFICE

2401 53 St. S • Gulfport, Fl. 33707 • Phone: 727-893-1062 • Fax: 727-893-1060

# GULFPORT FIRE DEPARTMENT

## Fire Marshal's Office

### FLAMMABLE & COMBUSTIBLE GASES

All fuel tanks, fuel lines, and devices shall be approved for the fuel in use. Fuel lines shall be attached in a secure and approved manner and shall be protected against physical damage.

All compressed gas cylinders, including propane or CO<sub>2</sub> cylinders used for beverage service shall be secured against falling and protected from physical damage. Cylinders containing flammable gas shall be placed outside of the stand and are not allowed in a tent or under a canopy.

Flammable and combustible liquids shall be stored in approved containers only. All containers and spare fuel shall be placed outside of the stand, shall be secured against falling and protected from physical damage in an approved manner and safety release valves must be pointed away from the tent, canopy of membrane structure.

### ELECTRICITY

All electrical equipment, wiring, connections, and devices shall be installed and operated in conformance with the city electrical code and recognized good practice.

Extension cords shall be rated to handle the electrical current demand of the appliances they serve.

Electrical wiring shall be protected against damage from foot and vehicle traffic in an approved manner. Protection methods shall prevent physical damage and shall allow electrical wiring to dissipate heat. The placement of rugs, tape and other similar items are not approved for this use.

If you have any questions concerning the **temporary concession stand guidelines**, please contact the Gulfport Fire Department at 727-893-1062.

Please keep your **TEMPORARY CONCESSION STAND PRE-INSPECTION CHECKLIST (next page)** with you during the event.



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# GULFPORT FIRE DEPARTMENT

## Fire Marshal's Office

### TEMPORARY CONCESSION STAND PRE-INSPECTION CHECKLIST

*Please complete this checklist to prepare for your inspection.*

*All deficiencies shall be corrected prior to inspection.*

#### General:

- Permit application and site plan submitted 10 days prior to event. (See attached document for required information)
- An inspection has been scheduled.
- Approved "NO SMOKING" signs shall be conspicuously posted.

#### Construction:

- Stands shall be structurally sound.
- Stands, tarps and combustible decorative materials shall be constructed of flame-resistant material or material treated with an approved fire retardant. Documentation of proof of material or date of application performed must be available at the event site at all times.

#### Exits:

- All stands shall have at least one clear and unobstructed means of egress (exit) with a minimum width of 36 inches.
- Exits shall be located away from equipment used for cooking or equipment, which produces high heat or flames. This includes equipment from a neighbor stand.
- Fuel lines, fuel tanks, or other hazardous storage shall be kept clear of all exits.

#### Fire Extinguishers:

- All **medium hazard** stands shall have at least **one (1)** portable fire extinguisher having a minimum rating of 2A:10B:C.
- All **high hazard** stands shall have at least **one (1)** portable fire extinguisher having a minimum rating of 2A:10B:C & **one (1)** portable Class K fire extinguisher with a minimum rating of 2.5 lbs.
- Portable fire extinguishers shall be installed where readily visible and accessible at all times
- Portable fire extinguishers shall bear a tag indicating that they have been serviced within the last 12 months.

#### Electricity:

- All electrical equipment, wiring, connections, and devices shall be installed and operated in conformance with the city electrical code and recognized good practice.
- Extension cords shall be rated to handle the electrical current demand of the appliances they serve.
- Electrical wiring shall be protected against damage from foot and vehicle traffic in an approved manner.

#### Flammable and Combustible Liquids and Gases, and Other Compressed Gases:

- All fuel tanks, fuel lines, and devices shall be approved for the fuel in use.
- Fuel lines shall be attached in a secure and approved manner and shall be protected against physical damage.
- All compressed gas cylinders, including CO<sub>2</sub> cylinders used for beverage service, shall be secured against falling and protected from physical damage.
- Flammable and combustible liquids shall be stored in approved containers only **at least 25** feet from all tents.
- LP-gas containers must be located outside. Safety release valves must be pointed away from the tent, canopy of membrane structure.
- Refueling of equipment shall be conducted outside of the stand in an approved location away from the public.

#### Generators

- Generators shall be a **minimum of 20 feet** from tents, canopies or temporary membrane structures and shall be isolated from contact with the public by approved means.

#### GULFPORT FIRE DEPARTMENT FIRE MARSHAL'S OFFICE

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# GULFPORT FIRE DEPARTMENT

Fire Marshal's Office (Please fill out and return)

## TEMPORARY USE PERMIT APPLICATION

Business Name		Application Date	
Address or Location		Set-up Date & Time	
Contact Person			
Address			
Day Phone	Fax	Mobile Phone	Location Phone
Email Address			
Date Permit Needed	<input type="checkbox"/> Annual Scheduled Events: <input type="checkbox"/> Specific Event/Dates:		
Type of Construction	Tent (sidewalls) <input type="checkbox"/> Canopy <input type="checkbox"/> Other <input type="checkbox"/>	Dimensions	X
Are Materials Flame Resistant or Flame Retardant Treated?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Type of Use	Assembly <input type="checkbox"/> Cooking <input type="checkbox"/> Sales <input type="checkbox"/> Storage <input type="checkbox"/>	Length of Use	Maximum of 180 days within 12-month period.
Will Fuel-Powered Equipment Be Used In the Stand?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, Describe Equipment and Fuel.			
Will Cooking Operations Be Conducted Inside the Stand?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will Grease Laden Vapors Be Produced?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<input type="checkbox"/>	I understand that this application is requested by the Gulfport Fire Department. I understand that this application is filled out separately along with the City of Gulfport Special Event Application. I will attach all copies concerning food vendor licensing from the state of Florida.		
<input type="checkbox"/>	I have received and read the permit guidelines. I understand the permit application and site plan must be submitted to Gulfport Fire Department 10 days prior to the event.		
<input type="checkbox"/>	I understand that a site inspection must be conducted by Gulfport Fire Department prior to beginning operations.		
Signature			Date
Mail Completed Application To along with Food Vendor Application and all licensing materials to: City of Gulfport, c/o Fire Chief, 2401 53 <sup>rd</sup> St. S., Gulfport, FL 33707 For Temporary Use permit questions, call 727-893-1062.			
For Fire Department Use Only			
	Tent Size	X	Square Footage
Firehouse Permit #	Occupant Load		
	1 person per 7' w/ chairs only; 1 person per 15' w/ chair & tables.		
FM Assigned	Number of Exits Required	Exit Width	
Application Received	Extinguishers Required	Class ABC	Class K
Application Reviewed	City Permit #		
Inspection Completed	Approved	Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional <input type="checkbox"/>	

Gulfport FIRE DEPARTMENT FIRE MARSHAL'S OFFICE  
 2401 53 St. S. Gulfport, Fl. 33707 • Phone: 727-893-1064 • Fax: 727-893-1060  
 Visit [www.mygulfport.us](http://www.mygulfport.us) for additional information.



# CITY OF GULFPORT, FLORIDA

## Gateway to the Gulf

SAMUEL HENDERSON, Mayor  
DANIEL LIEDTKE, Councilmember, Ward 1  
CHRISTINE BROWN, Councilmember, Ward 2  
YOLANDA ROMAN, Councilmember, Ward 3  
MICHAEL FRIDOVICH, Councilmember, Ward 4

JAMES O'REILLY, City Manager  
LESLIE DEMUTH, CMC, City Clerk

<http://www.mygulfport.us>

### City of Gulfport - Release and Hold Harmless Agreement

**The undersigned, being over the age of eighteen (18) years of age, does hereby request permission from the City of Gulfport, FL to participate in this Special Event \_\_\_\_\_ . I understand the benefits of this program/event and agree to obey all instructions, orders and commands given to me by any City employee or official in charge of the program/event. I acknowledge the risks of participation in this program/event and acknowledge the fact that I may be subject to physical injury or property damage, whether caused by an intentional or unintentional act or omission. In full consideration and acknowledgement of the risks of participation in this program/event, I freely and voluntarily agree to participate in this program/event and accept the risks of so doing.**

**I have read and understood the Fire Safety guidelines and will keep the Checklist information with me at the time of the event.**

**In consideration of being allowed to participate in this voluntary city program/event and receiving the benefits thereof, I, myself, my heirs, personal representatives, next of kin or assigns, do hereby forever release, waive, discharge, hold harmless and covenant not to sue the City of Gulfport, its officials, officers, agents, employees, representative, assigns, and insurers, individually and collectively, hereinafter referred to as "releases", of and from all liability for any and all losses or damages, including personal injury, property damage or death, whether caused by the negligence of the releases or otherwise, while I am in any way participating in the above described program/event.**

**I further acknowledge that I have read and fully understand this release and hold harmless agreement, and that I have voluntarily executed the same without any further inducement or promise not contained herein. I expressly agree that this agreement shall be construed, as broadly as permitted by the law of the State of Florida, and that if any part hereof is declared invalid, the remainder shall remain in full force and effect**

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Full Name – Please Print