



MONROE COUNTY FIRE RESCUE
OFFICE OF THE FIRE MARSHAL
 490 63rd Street Ocean
 Marathon, FL 33050
 Phone: (305) 289-6020

OUTDOOR SPECIAL EVENT PERMIT CONDITIONAL REQUIREMENTS CHECK LIST

Inspections / Self-Inspections.

1. If required by the Fire Marshal's Office, the permittee shall be responsible for this Self-Inspection of the event.
2. The Self-Inspection Checklist shall be performed prior to the event and transmitted to the Fire Marshal's Office by email or fax as soon as completed and prior to the event.
3. As applicable, the permittee shall ensure that any fire hydrants in the event area have proper unobstructed clearances maintained in accordance with Chapter 18, NFPA 1, and guidelines provided by the Fire Marshal's office. No poles, signs or other obstructions shall be in this clear space.
4. This Self-Inspection Checklist will include the items listed below as well as compliance with the Florida Fire Prevention Codes identified herein.

Event Name:	
Event Sponsor:	
Max # of Attendees:	
Name of Individual Confirming and Certifying Following Check List:	
Date of Checklist Inspection:	
Time of Checklist Inspection:	

Means of Egress.

	Inspection Details
	1. Site Plan has been provided to the Fire Marshal's Office for approval. Include locations of all booths, food trucks, stages, seating, and other
	1. A minimum of 20' wide vehicular access to the event is provided and shall remain clear and unobstructed at all times, during set up, progression of event, and tear down of event. Additionally, pedestrian (crowd) entrance/exit routes must remain clear.
	2. Emergency Access to Fire Apparatus, Emergency Medical Vehicles and Water Supplies shall be maintained unobstructed at all times. [1:18.2.4, 1:50.7.1.6]
	3. Pathways between tents, concession stands and/or food trucks shall be maintained clear and unobstructed at all times.

Communications.

	Inspection Details
	1. Provide a method of notifying the fire department in the event of an emergency shall be provided. [NFPA 1: 10.14.9]
Identify Method:	
	2. A method of communication to emergency personnel shall be accessible to all employees. [NFPA 1: 50.7.1.7]
Identify Method:	

Smoking.

	Inspection Details
	1. Smoking shall not be permitted in any tent, unless approved by the Fire Marshal. [NFPA 1: 25.2.4.2.1 and NFPA 101: 11.11.4.2.1]
	2. NO SMOKING Signs Posted on Tents?
	3. Confirm that: In rooms or areas where smoking is prohibited, plainly visible signs shall be posted that read as follows: NO SMOKING. [NFPA 1: 25.2.4.2.2]

Tents.

	Inspection Details
	1. Understand that Tents shall be permitted only on a temporary basis. [NFPA 1: 25.2.1.1 and NFPA 101: 11.11.1.2]
	2. Confirm that Tents erected do not to cover not more than 75 percent of the premises, unless otherwise approved by the Fire Marshal. [NFPA 1: 25.2.1.2 and NFPA 101: 11.11.1.3]
	3. Confirm that There is a minimum of 10 ft between the stake lines for each tent. [NFPA 1: 25.2.3.1 and NFPA 101: 11.11.3.1]
	4. Confirm that guy wires do not cross pedestrian pathways.
	5. Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. Where 10 ft between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall govern. [NFPA 1: 25.2.3.2 and NFPA 101: 11.11.3.2]
	6. Confirm that Tent Stakes adjacent to means of egress are capped and covered.
	7. One of the following shall serve as evidence that the tent fabric materials have the required flame propagation performance (flame resistance): <ol style="list-style-type: none"> a. The Fire Marshal shall require a certificate (for tent) or other evidence of acceptance by an organization acceptable to the Fire Marshal.

Monroe County Fire Rescue
OUTDOOR SPECIAL EVENT CONDITIONAL REQUIREMENTS CHECK LIST
Page 3 of 7

	<ul style="list-style-type: none"> b. The Fire Marshal shall require a report of tests made by other inspection authorities. [NFPA 1: 25.2.2.2] c. Note: This information may be found on a cloth tag secured to a stitched seam on the underside of the fabric.
	8. All tents that will be used after dark or have sides or walls require lighting and emergency lighting to be installed.
	9. Concession stands utilized for cooking shall have a minimum of 10 ft of clearance on two sides and shall not be located within 10 ft of amusement rides or devices. [NFPA 1: 10.14.8]

Fire Hazards.

	Inspection Details
	1. The finished ground level enclosed by any tent, and the finished ground level for a reasonable distance, but for not less than 10 ft outside of such a tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment.
	2. The clearing work shall be accomplished to the satisfaction of the Fire Marshal prior to event set-up.
	3. The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public. [NFPA 25.2.4.1 and NFPA 101: 11.11.4.1]
	4. Fireworks or pyrotechnics display has received prior authorization from the Fire Marshal's Office? (Fireworks Permit on file.)

Stage / Assembly.

	Inspection Details
	1. There will be a Stage as part of this Event.
	2. No open flame devices or pyrotechnic devices shall be used in any assembly occupancy, unless otherwise permitted by the Fire Marshal. [NFPA 1: 20.1.5.3]

Fire Extinguishing Equipment.

	Inspection Details
	1. Portable fire extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the AHJ. [NFPA 1: 25.2.5 and NFPA 101: 11.11.5]
	2. A minimum of one portable fire extinguisher shall be provided for each concession stand where required by the Fire Marshal. [NFPA 1: 10.14.5]

Electrical Fire Safety.

	Inspection Details
	1. Extension cords shall be plugged directly into an approved receptacle, power tap, or multiplug adapter and shall, except for approved multiplug extension cords, serve only one portable appliance. [NFPA 1: 11.1.5.1]
	2. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. [NFPA 1: 11.1.5.2]
	3. The extension cords shall be maintained in good condition without splices, deterioration, or damage. [NFPA 1: 11.1.5.3]
	4. Extension cords shall be grounded when servicing grounded portable appliances. [NFPA 1: 11.1.5.4]
	5. Extension cords and flexible cords shall not be affixed to structures; extend through walls, ceilings, or floors, or under doors or floor coverings; or be subject to environmental or physical damage. [NFPA 1: 11.1.5.5]

Mobile and Temporary Cooking Operations (includes Food trucks).

	Inspection Details
	1. Maintain evidence of appropriate licensure which may include but not be limited to Monroe County, the Department of Health and/or the state of Florida Department of Business and Professional Regulation. [NFPA 1: 1.12.8]
	2. Seating for the public shall not be located within any mobile or temporary cooking vehicle. [NFPA 1: 50.7.1.7]
	3. Mobile or temporary cooking shall not take place within tents occupied by the public. [NFPA 1: 50.7.1.5.1]
	4. Mobile or temporary cooking operations shall be separated from buildings or structures, combustible materials, vehicles, and other cooking operations by a minimum of 10 feet . [NFPA 1: 50.7.1.5]
	5. Cooking equipment that produces grease-laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire extinguishing equipment. [NFPA 96: 10.1.2 and NFPA 1: 50.4.3.2]
	6. Portable fire extinguishers shall be provided per NFPA 96 for cooking operations. [NFPA 1: 50.7.1.3.1]
	7. Class K Fire Extinguisher is provided within 30 ft?
	8. Mobile or temporary cooking operations shall be separated from buildings or structures, combustible materials, vehicle and other cooking operations by a minimum of 3 ft (1 m). [NFPA 1: 50.7.1.4]
	9. Mobile or temporary cooking operations shall not block fire department access roads, fire lanes, fire hydrants or other fire protection devices and equipment. [NFPA 1: 50.7.1.6]

Monroe County Fire Rescue
OUTDOOR SPECIAL EVENT CONDITIONAL REQUIREMENTS CHECK LIST
Page 5 of 7

	<p>10. Prior to performing mobile or temporary cooking operations, workers shall be trained in emergency response procedures including:</p> <ul style="list-style-type: none"> (a) proper use of portable fire extinguishers and extinguishing systems (b) proper method of shutting off fuel sources (c) proper procedure for notifying the local fire department (d) proper refueling (e) how to perform leak detection (f) fuel properties [NFPA 1: 50.7.1.8.1*]
	11. Initial and refresher training shall be documented and made available to the Fire Marshal upon request. [NFPA 1: 50.7.1.8.3]
	12. Training documentation provided? Date: _____
	13. Where applicable, electrical appliances, fixtures, equipment or wiring shall comply with NFPA 70. [NFPA 1: 50.7.1.10]

Solid Fuel Safety (Where Wood, Charcoal, or other Solid Fuel is used).

	Inspection Details
	1. Mobile or temporary cooking operations that use wood or charcoal shall comply with Section 14.9 of NFPA 96.
	2. An approved carbon monoxide detector shall be installed where mobile cooking operations are performed in an enclosed area. [NFPA 1: 50.7.1.11.2]
	3. Flammable liquids shall not be stored inside mobile cooking vehicles or in temporary cooking vehicles or in temporary cooking areas unless stored in accordance with NFPA 30. [NFPA 1: 50.7.1.12]
	4. Fuel shall not be stored above any heat-producing appliance or vent or closer than 0.92 m (3 ft) to any portion of a solid fuel appliance constructed of metal or to any other cooking appliance that could ignite the fuel. [NFPA 96: 14.9.2.2]
	5. Fuel shall be separated from all flammable liquids, all ignition sources, all chemicals, and all food supplies and packaging goods. [NFPA 96: 14.9.2.7]
	6. Fuel shall not be stored in the path of the ash removal. [NFPA 96: 14.9.2.4]
	7. Ash, cinders, and other fire debris shall be removed from the firebox at regular intervals to prevent interference with the draft to the fire and to minimize the length of time the access door is open. [NFPA 96: 14.9.3.6.1]
	8. A heavy metal container or cart (minimum 16 gauge) with a cover shall be provided for the removal of ash. [NFPA 96: 14.9.3.8.1]
	9. All ash shall be removed from the chamber a minimum of once a day. [NFPA 96: 14.9.3.6.2]

	10. The ash shall be sprayed with water before removal to extinguish any hot ash or cinders and to control the dust when the ash is moved. [NFPA 96: 14.9.3.6.3]
--	--

Propane System Integrity.

	1. The LP-Gas supply system, including the containers, shall be installed either on the outside of the vehicle or in a recess or cabinet vapor tight to the inside of the vehicle but accessible from and vented to the outside, with the vents located near the top and bottom of the enclosure and 3 ft (1 m) horizontally away from any opening into the vehicle below the level of the vents.
	2. Main shutoff valves on containers for liquid and vapor shall be readily accessible. [NFPA 58: 6.26.4.1]
	3. Cabinets shall be designed such that cylinders can be placed inside only in the upright position [NFPA 58: 8.6.3]
	4. Cylinders shall be fastened in position to minimize the possibility of movement, tipping, and physical damage. [NFPA 58: 9.3.2.8]
	5. LP-Gas systems shall be inspected prior to each use. [NFPA 96: Annex B.19.2.3]
	6. Tanks shall be secured in the upright position and protected from vehicular traffic. [NFPA 1: 25.1.10.1.7]
	7. Leak detection (LP Gas systems) shall be performed every time a new connection or a change in cylinder is made to any gas system. [NFPA 1: 50.7.2.3.4* and NFPA 96: Annex B.19.2.4]
	8. Leak detection (LP Gas systems) testing shall be documented and available to the Fire Marshal upon request. [NFPA 1: 50.7.2.3.2 and NFPA 96: Annex B.19.2.5]
	9. A flexible connector shall be installed between the regulator outlet and the fixed piping system to protect against expansion, contraction, jarring and vibration strains. [NFPA 58: 6.26.5.1(B) and NFPA 1:50.7.2.4.3.4.5]
	10. A battery powered audible flammable / combustible gas detector shall be installed in all enclosed compartments where gas appliances, piping or cylinders are present. [NFPA 1: 50.7.2.3.5]

Fueling & Power Sources.

	1. Protection. Internal combustion power sources shall be isolated from contact with the public by either physical guards, fencing, or an enclosure. [NFPA 1: 50.7.1.9.4]
	2. Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by a minimum of 5 ft (1.5 m) and shall be protected from contact by fencing, enclosure, or other approved means. [NFPA 1: 25.1.12.1]
	3. Portable generators shall be positioned so that the exhaust is directed as follows: a) At least 5 ft (1.5 m) in any direction away from any openings or air intakes and means of egress. b) Away from any building. c) Away from any mobile or temporary cooking vehicle or operation [NFPA 1: 50.7.1.9.6]
	4. Refueling. Refueling shall be conducted only when not in use (turned off). [NFPA 1: 50.7.1.9.3]
	5. Fueling. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. [NFPA 1: 50.7.1.9.2]
	6. A minimum of one 2A:10BC portable fire extinguisher shall be provided when a generator or other fuel fired appliance is used. [NFPA 1: 50.7.1.3.2]
	7. Containers for liquefied petroleum gases shall be installed not less than 5 ft (1.5 m) from any tent or temporary membrane structure and shall be in accordance with the provisions of Chapter 69. [NFPA 1: 25.1.10.1.6]

Attestation:

As the Responsible Party for the Special Event described above, I hereby confirm and certify that I have personally inspected the items described above.

Signature of Responsible Party:	
Printed Name of Responsible Party:	
Date Signed:	
Date Sent to Fire Marshal:	