



Vacaville Fire Department Prevention Bureau

650 Merchant St., Vacaville, CA 95688 (707) 449-5453

fire@cityofvacaville.com * www.cityofvacaville.com

Inspection Check-off Sheet

- Combustible vegetation that could create a fire hazard shall be removed from the area occupied by a tent or membrane structure, and from areas within 30 ft of. (Section 2404.20 CFC) Title 19 requires, all flammable vegetation with 50 feet of any tent to be removed.
- TENTS: A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. (Section 2402.1 CFC)**
- Tent permits- Tents and membrane structures having an area of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Vacaville Fire Department. Exceptions: Tents used exclusively for recreational camping purpose. Tents opened on all sides which comply with all of the following; individual tents having a maximum size of 700 square feet and the aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet and a minimum clearance of 12 feet to all structures. Refer to permit application for fees. (Section 2403.2 CFC)
- Tent place of assembly- A place of assembly shall include a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose. (Section 2403.3 CFC)
- Tents and fire apparatus access roads- Fire apparatus access roads shall have an unobstructed width of not less than 20 feet. (Sections 503.2.1 & 2403.8.1 CFC)
- Tent locations- Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, 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 or tent. (Section 2403.8.2 CFC)
- Tent Construction documents- A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the eating and location and type of heating and electrical equipment. (Section 2403.6 CFC)
- Certificate for tent – paperwork on State Fire Marshal Seal (Section 2404 CFC)
- 10 B-C fire extinguisher shall be provided with each generator and transformer. (Section 2404.12 CFC)



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- Crowd manager(s) – One crowd manager/supervisor per every 250 people. (Section 2404.20.2 CFC)
- In public area, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44" shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 ft of aisle width for each 50 persons served by such aisle at that point. (Section 2403.12.5 CFC)
- Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 ft. (Section 2404.19 CFC)
- Open or exposed flame – Open flame or other devices emitting flame, fire or heat or any flammable combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be permitted inside or located within 20 ft of the tent or membrane structures while open to the public. (Section 2404.7 CFC)

- Tents or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required by Table 2403.12.2. The total width of means of egress in inches shall not be less than the total occupant load served by a means of egress multiplied by 0.2" per person. (Section 2403.12.2 CFC)

Table 2403.12.2 CFC
Minimum number of means of egress and means of egress widths
from temporary membrane structures and tents

Occupant Load	Mini. # of means of egress	Mini width of each means of egress (inches) TENT	Mini width of each means of egress (inches) Membrane Structure
10 – 199	2	72"	36"
200 - 499	3	72"	72"
500 – 999	4	96"	72"
1,000 – 1,999	5	120"	96"
2,000 – 2,999	6	120"	96"
Over 3,000	7	120"	96"

- All temporary tents, canopies and membrane structures shall comply with Section 2403 of the California Fire Code.**



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Inspections:

- Portable fire extinguishers shall be provided and have a maximum travel distance not to exceed 75 feet. (Section 906 CFC and local amendments)
- Provide serviced and tagged fire extinguishers in all required areas per City of Vacaville Policy and California Fire Code. (Section 906 CFC)
- A responsible party must be present and available at all times during the event who can notify emergency services of an emergency, if needed.
Have the non-emergency number for Fire/Police Dispatch – 707.449.5200 on hand.

Outside Location Requirements:

- Emergency Vehicles and Fire Apparatus Access Roads** shall be a minimum unobstructed width of 20 feet. All road blocks will be coordinated through the Police Department and the Fire Department to make sure this standard is met. Parking in the fire lane is prohibited, except for temporary loading and unloading of equipment and supplies. (Section 503.2.1 of the CFC)
- Fire Lanes** shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches. **Parking in these lanes is prohibited.** Keep all designated fire apparatus and emergency vehicle access roads, fire lanes and curbs clear and accessible. (Section 503 of the CFC).
- Fire Hydrants**, Fire Department connections and control valves shall not be blocked or obstructed by vehicles, other objects or displays. This includes usage of water from any fire hydrant. A meter can be obtained from the City of Vacaville Public Works Department to use water from any fire hydrant. (Section 507.5.4 CFC)
- Generators and other internal combustion power sources will not be located closer than 20 feet to a tent or membrane structure, and will be isolated from contact with the public by fencing, enclosure, or other approved means. Power distribution boxes and cords will be protected from environmental or physical damage. (Section 2404.19 CFC)
- Approved extension cords must be Underwriters Laboratories (UL) listed. They must be maintained in good condition without splices, deterioration, or damage. They shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental damage or physical damage and only used with portable appliances. (Section 605.5 CFC)
- All electrical wiring must be permitted through the City of Vacaville's Building Department.



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- All dumpsters or trash containers with an individual capacity of 1.5 cubic yards or more shall be placed no less than five (5) feet away from combustible walls and opening. Trash containers 5.33 cubic feet (40 gallons) or larger must have lids on containers. (Sections 304.3.2 and 304.3.3 CFC)
- Hot ashes, cinders, smoldering coals or greasy or oily materials subject to spontaneous ignition shall not be deposited in a combustible receptacle, within 10 feet of other combustible material including combustible walls and partitions or within 2 feet of openings to buildings. (Section 305.2 of the CFC)
- The following information consists of the minimum requirements for operating any type of food service during special events (private or City sponsored). All references are from the California Fire Code or Title 19. All conditions shall be followed as they apply to your event:**
- Vendors utilizing LPG as a fuel source will maintain the cylinders outside of the tent so that vented gas will not accumulate within the structure. Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the containers and structures of not less than 10 feet. Portable LP-gas containers with a capacity of more than 500 gallons shall have a minimum separation between the containers and structures of not less than 25 feet. Also, 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. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement. (Section 2404.16 of the CFC)
- All solid fuel cooking appliances (Example: BBQ) whether or not under a hood, with fireboxes 5 cubic feet in volume shall have a minimum 2.5 gallon or two 1.5 gallon Class K wet-chemical portable fire extinguishers. (Section 904.11.5.1 CFC)
- When hazard areas include deep fat fryers, listed Class K portable fire extinguishers shall be provided. For up to four fryers having a maximum cooking median of 80 pounds each. One Class K fire extinguisher having minimum of a 1.5 gallon capacity is required. For every additional 4 fryers one 1.5 gallon Class K fire extinguisher is required. (Sections 904.11.5.1 and 904.44.5.2 of the CFC)
- Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 ft. (Section 2404.15.5 of the CFC)
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent, canopy or membrane structure. (Section 2404.15.6 of the CFC)



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- If you have an ansul system in a portable trailer or a table top fryer with a portable ansul system attached; they are required to be serviced every six months and after activation of the system. (Section 609 of the CFC)
- All fire extinguishers are to be serviced annually. Fire Code Officials will check tags on extinguisher to verify the last time they were serviced. Extinguishers also need to be serviced if discharged. (Section 906 CFC)
- Flammable & combustible liquids shall be stored outside in an approved manner, not less than 50 ft from tents or membrane structures (Section 2404.17.2 CFC)
- Refueling shall be performed in an approved location not less than 20 ft from tents or membrane structures. (Section 2404.17.3 CFC)

SIGNS

- No smoking signs are to be posted (Section 2404.6 CFC)
- Max. occupant load signs posted
- Exit signs every 100 ft and must be illuminated (Sections 2403.12 and 2403.12.6 CFC)

APPROVAL

- The Vacaville Fire Department will conduct an inspection of the special event site and all food vendors prior to the event being open to the public. Violations of the above requirements shall be corrected before the event can open and/or the vendor is allowed to operate.
- All references are from the 2010 California Fire Code or Title 19.
All conditions shall be followed as they apply to your event.



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Any modifications made to your original application, the site plan, or changes made in your event planning after this letter is received, will be reviewed independently and added to these conditions.

The Vacaville Fire Department will conduct an inspection of the special event site and all food vendors prior to the event being open to the public. Violations of the above requirements shall be corrected before the event can open and/or the vendor is allowed to operate.

By signing this form, you acknowledge and understand the conditions needed to conduct this event in a safe manner. You also agree that it is your responsibility to ensure that all conditions of this letter are

OTHER / COMMENTS :

Representative: (print name & initial) _____

Date: _____

Inspection completed & approved by: _____

Date: _____