



Festival and Temporary Food Permit Vendor Guidelines

General Requirements:

- Permitted tents or tent groups must be NFPA 701 compliant and have proof of compliance attached to the tent fabric from the manufacturer.
- All food vendors, including out of town mobile vendors/trailers, must have a current health permit.
- Cooking tents/temporary structure must be located a minimum of 20 ft. from any permanent structure.
- Cooking tents with sidewalls must be separated from any/all other tents by 20 ft.
- Vehicles must be parked a minimum of 20 ft. from each tent/temporary structure.
- Cooking vendors must be separated from non-cooking vendors by a 12 foot fire break.
- Enclosed tents require proper exiting and signage (battery back-up/tritium, 7 ft. high).
- No smoking signs are required to be posted inside tent areas.
- Cooking and heating equipment shall not be located within 10 ft. of any exits or combustibles.

Fire Extinguishers:

- Each vendor/ tent must have a 2A10BC rated fire extinguisher.
- Any cooking operation involving combustible cooking media (frying vegetable or animal oils and fats) requires a Class K rated extinguisher, in addition to a 2A10BC rated fire extinguisher.
- All fire extinguishers must have a current annual inspection.
- Any solid fuel cooking operation (wood/charcoal) must have a minimum 2.5gl Class K extinguisher.

Propane:

- The number of appliances fueled by propane per vendor will be determined by the AFD inspector. Event setup, manufacturer recommendations, and public safety are a few of the things that AFD takes into consideration when making a determination of the number of propane fueled appliances allowed per vendor. A maximum 100 lbs. of propane in use per appliance, with a 200 lb. maximum of propane in use allowed per vendor.
- Propane bottles must be placed at the rear exterior of the tent for emergency access.
 - Emergency access must not require tent entry.
 - Propane cylinders must be secured in an upright position.
- Spare propane bottles are not allowed on site unless approved.
 - Designated area for spare and empty propane tanks must be established and approved by fire department.
- Propane appliances must have LPG stamped on their hoses.

Grills & Pits:

- No grilling with charcoal or wood is allowed under any tented structure.
- Outside BBQ pits with stacks must have a 5 ft. clear circumference from combustibles, a 15 ft. clearance above the stacks and a distance of 10 ft. from any permanent structure or 20 ft. from any tent.
- Homemade LPG appliances will be inspected individually and may not be authorized without an engineer's certificate.

ALL mobile vendors/trailers at special events are subject to a fire inspection.

How to Set Up a Temporary Event Booth

NO HOME-COOKED FOODS ALLOWED - LOS ALIMENTOS PREPARADOS EN CASA NO SE PERMITEN

BOOTH: A self-contained individual area of food handling. A booth cannot be divided by customer walkways.

Approved Booth Requirements

- ☐ **PERMIT POSTED ON-SITE:** Failure to post may result in immediate closure and legal charges.
- ☐ **FOOD SOURCE:** Prepare onsite or get from permitted food business. NO FOOD PREPARED AT HOME.
- ☐ **HANDWASHING STATION:** Soap and Single-Use Towels with either a Temporary Handsink, or a Free-flowing Water Dispenser with Flip Spout (**NOT push-button**) and a Catch Bucket for Wastewater.

Approved Handwash Stations



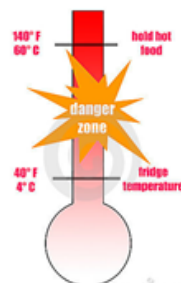
Approved Flip Spout



NO Push-Button Spout



- ☐ **DISHWASHING STATION:** 3 pans 1) Soapy Water, 2) Clean Rinse Water, and 3) Sanitizer with Test Strips
Example: Mixture of Water & Bleach so that a Chlorine Test Strip measures between **50 - 100 ppm**.
- ☐ **THERMOMETER:** Metal Stem (0° F to 220° F).
- ☐ **WASTEWATER DISPOSAL:** Only in the Sanitary Sewer.
NO STORM DRAIN DISCHARGE. NO POURING ON GROUND.
- ☐ **OVERHEAD & GROUND COVERING:** Required when outdoors.



PROPER FOOD TEMPERATURES (minimum)

Cooking:

- Raw Chicken – 165° F
- Raw Hamburger Meat – 155° F
- Raw Pork & Beef – 145° F

Hot-holding: 135° F or hotter

Cold-holding: 41° F or colder

If unable to keep food at proper temperature, then all food must be discarded **4 hours** after the cooking time.

(See back for important information from the Austin Fire Department)



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Mobile Food Vending Unit Checklist

While this list cannot possibly cover every scenario or type of mobile vending unit, The Austin Fire Department provides the following guidelines as a tool to ensure all mobile vending units meet the same minimum requirements. While this list may not be all inclusive of every fire safety requirement, it should be used as a guide to ensure your vehicle meets the minimum requirements. Prior to having your unit inspected, please ensure that your mobile vending unit has met these conditions.

Location of Mobile Units:

- Units shall not be closer than 20 feet to any structure.
- All Mobile Units must remain at least 15 feet away from any fire hydrant.
- Mobile Units shall not block access to a Fire Department Connection (FDC).
- Mobile Units shall not obstruct any entrances or exits from a structure.
- Exits of mobile units shall not obstructed.

Electrical:

- Mobile Units shall not use electricity from a nearby structure.
- No excessive use of extension cords.
- Breaker boxes and junction boxes shall have proper cover.
- All wiring must be in conduit.
- Improper use of electrical accessories and overloading of circuits prohibited.

Propane Cylinders:

- A maximum of two – 100 lb propane cylinders are allowed. One is allowed for use and one as a spare. The cylinders cannot be manifolded together.
- Propane cylinders need to be requalified every 12 yrs. A current date of manufacture if new or requalification stamp is required on all cylinders.

Propane Cylinder Location:

- Propane cylinders (Including spares) shall not be located:

- On rear bumpers, on exterior sides of vehicle, or roofs
 - Below the lowest part of the vehicle frame
 - Inside improperly vented or unvented trunks or beds of vehicles
 - Inside passenger compartments of vehicles
 - On ground.
- The propane storage compartment shall be ventilated with at least two vents(one top of compartment and one bottom of compartment), each vent having an aggregate area equal to at least .5 square inches for each 7 lb of the total propane fuel capacity of the maximum number of the largest cylinders the compartment can hold.
 - Vendor will be required to have propane cylinders on vehicle to demonstrate how cylinders are secured to vehicle. Propane cylinders must be secured as to prevent propane bottle from leaving mount or cage in the event of vehicle crash or rollover.
 - The relief valve discharge from the propane cylinder shall not be less than 3 ft measured horizontally along the surface of the vehicle to:
 - Openings in the vehicle
 - Propane burning appliance intake or exhaust vents
 - All internal combustion engine exhaust terminations

Propane Cylinder Equipment :

- All cooking appliances shall be listed for use with propane.
- Propane piping cannot be located on sides, rear or roof of unit.
- All appliances must be properly modified for use with propane.
- Appliances required to be vented (by the Manufacturers recommendations, usually greater than 40,000BTUs) must be converted for use with propane by a Master Plumber licensed by the Texas Railroad Commission. Documentation of proper conversion by a plumber must be provided at the time of inspection.
- Piping systems, including fittings and valves shall comply with NFPA 58
- Maximum of 60 inches of metal flex hose allowed for each appliance to connect to the propane hard pipe.
- Metal flex hose must not penetrate through walls, floor or ceiling to the interior of the vehicle. Rigid pipe must be used to penetrate solid assemblies.
- Piping shall be tested annually at not less than 3 psig for 10 minutes before appliances are connected and at system pressure after connection by a licensed LP Gas technician. Documentation of test, within 90 days of inspection, must be provided at time of inspection and must include:
 - ⊖ Must provide original document at inspection. (Not a copy)
 - ⊖ Pressure and duration of test
 - ⊖ Name, address, license number and phone number of technician performing test.
 - ⊖ License plate number of mobile vending unit
- Documentation must include date of test, pressure and duration of test, name and license number of technician, and license number of vehicle.

- Manual shutoff valves on gas lines are required at the point of use(the appliance) and at the supply.

Fire Extinguishers:

- Each Mobile Unit will be required to have a proper fire extinguisher inside their vehicle (2A10BC fire extinguisher).
- Each fire extinguisher will need to be mounted in a conspicuous location where it can be located quickly.
- Each fire extinguisher will need to be serviced annually and maintain a current tag confirming its status.
- Mobile units using a deep fryer will be required to have a Class K fire extinguisher in addition to the 2A10BC.
- Solid fuel appliances with a fire box are required to have one 2.5 gallon or two 1.5 gallon K type extinguishers.



TENT, TEMPORARY AIR SUPPORTED & AIR INFLATED MEMBRANE STRUCTURES

TENT

Needs a permit if:

1. If a tent requires a permit the tent, all sidewalls and combustible materials must have a certificate showing that they meet the performance criteria of NFPA 701.
2. Tents in excess of 400 square feet (with or without sides) or a group of tents placed side by side in excess of 400 square feet that is located on or within 20 feet of a structure.
3. Tents with any sides in excess of 400 square feet or a group of tents placed side by side in excess of 400 square feet located greater than 20 feet from a structure or other tent.
4. Tents greater than 700 square feet or a group of tents placed side by side in excess of 700 square feet.
5. Any air supported temporary membrane structure greater than 100 square feet.
6. A minimum of a 12 foot separation shall be required between each tent of group of tents that exceed 700 square feet.
7. A minimum of 12 foot separation is required between cooking tents and merchandise tents.
8. Structures of or in excess of 15,000 square feet shall be separated by not less than 50 feet from other tents or structures.
9. They shall be adequately roped, braced and anchored to withstand the elements of weather and prevent collapse.
10. Tent exit openings shall remain open unless covered by a flame resistant curtain. The curtain should be free sliding on a metal support installed a minimum of 80 inches above the floor and no part of the curtain may obstruct the exit when open.
11. Curtains shall be of a color, or colors that contrasts with the color of the tent.
12. Exits shall be spaced at approximately equal intervals around the perimeter of the tent and no point under the tent shall be more than 100 feet from an exit.
13. Number of exits and minimum width of each exit shall comply with table 3103.12.2

**TABLE 3103.12.2
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF
EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES AND TENTS**

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

^aor SI: 1 inch = 25.4 mm.

i. When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.

14. Isles for employees must be a minimum of 24 inches.
15. Isles for public must be a minimum of 44 inches and shall be progressively increased in width to provide, at all points, not less than 1 foot of aisle width for each 50 persons served by such aisle at that point.
16. Exit signs should be installed at each door to direct public to the exit when the tent serves more than 50 people.
17. Exit signs shall be lighted and have backup power. Two separate power sources are required.
18. Building permits must be obtained from City of Austin Building department where required.
19. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet.
20. Combustible materials such as hay, straw, shavings or similar materials shall not be located within any tent containing a public assembly.
21. Place of assembly for tents or temporary membrane structures includes the following: circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.
22. No smoking is permitted in tents and "No Smoking" signs shall be posted.
23. No open flame devices or other heating or cooking devices are allowed unless approved by the fire code official.
24. Fire extinguishers are required. One 2A10BC classification for every 3000 square feet with no more than 75 foot of travel to reach an extinguisher regardless of square footage.
25. The Occupant Load shall be calculated using the appropriate calculations from chapter 10 of the IBC.
26. All fryers must be located at the rear of the tent. All other cooking appliances in tents should be located at the rear or side of the tent unless otherwise approved by the fire code official. Propane bottles shall be located outside of the tent. No spare bottles shall be stored inside of tent.
27. No cooking or heating equipment shall be located within 10 foot of an exit.

28. The number of appliances fueled by propane per vendor will be determined by the AFD inspector. Event setup, manufacturer recommendations, and public safety are a few of the things that AFD takes into consideration when making a determination of the number of propane fueled appliances allowed per vendor. A maximum 100 lbs. of propane in use per appliance, with a 200 lb. maximum of propane in use allowed per vendor.
29. No use or storage of flammable and combustible liquids or devices is allowed under tents. No storage of flammable and combustible liquids is allowed within 50 foot of a tent.
30. Vehicles displayed in tents shall have 5 gallons or ¼ tank of fuel whichever is less. Their batteries shall be disconnected. Fuel tank openings shall be locked and sealed to prevent escape of vapors and vehicles shall not obstruct the means of egress. Any refueling shall take place outside of the tent and at least 20 foot from tent.
31. Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by fencing or enclosure or other approved means.
32. Combustible vegetation shall be removed from areas within 30 feet of tents.
33. Electrical heating equipment must be installed per their UL listing (usually 3 foot clearance from combustibles).

TEMPORARY AIR SUPPORTED AND AIR INFLATED MEMBRANE STRUCTURES

1. During high winds exceeding 50 miles per hour the use of doors shall be controlled to avoid excessive air loss and may not remain open.
2. Their construction of the fabric envelope and the method of anchoring shall comply with ASI 77.
3. Structures used as a place of assembly (see # 21) shall have a minimum of 2 blowers with adequate capacity to maintain full inflation in case of failure of one blower.
4. For places of assembly for more than 200 persons, auxiliary power (generator) shall be provided to power one blower continuously for 4 hours.
5. Doors shall swing in direction of exit travel and shall be automatic closing to prevent pressure loss.
6. Exit doors shall open with 15 pounds or less of pressure.
7. All temporary air supported and air inflated membrane structures may require AFD Engineer review.



AFD Guidelines for Generators at Special Events

Purpose:

To establish minimum guidelines for the use of portable or trailer mounted generators at special events throughout the city. Generators are frequently used at outdoor festivals and events on a regular basis. Current IFC and NFPA guides do not completely address these temporary situations. This guide is to establish best practices and each event will be addressed during the event review process.

The following are required at a minimum, site review may determine additional requirements:

- Must be located 10 feet from any permanent structure
- Must be located 20 feet from any tent or temporary membrane or air inflated structure.
- Must not be located on any sidewalk or within 10 feet of a building exit or egress path unless otherwise approved.
- Locations of all generators must be indicated on any site plans.
- Generators must be allowed to cool down prior to refueling
- Generators less than 10 gallons may be refueled during normal hours provided refueling is 25 feet from the public.
- Generators over 10 gallons must be refueled when the public is not present.
- Generators must be protected from public access.
- No smoking signs must be posted around the generator and any stored fuels.
- Less than 10 gallons of fuel may be stored onsite. Must be stored 50 feet from any tent or temporary membrane or air inflated structure.
- Generators with less than 60 gallons of fuel must have a 2A:10BC or larger fire extinguisher within a 30 foot distance of the generator.
- Generators with more than 60 gallons of fuel must have a 2A:20BC or larger fire extinguisher within 30 foot distance of the generator.
- Generators with more than a 60 gallon tank require the tank to be labeled and list to meet UL 142 specifications.
- Maximum fuel capacity for any generator is 660 gallons.