



COMMUNITY DEVELOPMENT DEPARTMENT

Welcome! We thank you for choosing the *City of Bartlesville* to provide your service! Please reach out to our office if you have any questions or concerns, we will be happy to help!

General Food Vendor Packet

Table of Contents:	
Page 1-2:	General Business License Application
Page 3:	Food Truck / Vendor Requirements:
Page 4-5:	Fire Code Adoption Letters
Page 6-15:	Fire Department Checklist & Guide

Application process:

- Contact the Fire Marshal, Brady Watson to set up the Fire Inspection. You will work through the Fire Department Checklist and Guide together with the Fire Marshal.
- Once your Fire Inspection has been approved, you can turn in the completed packet and required attachments to our office in person or by email.
- Fees may be paid in person, check by mail or online.

City of Bartlesville Community Development Department

401 S. Johnstone Ave. 2nd Floor

Bartlesville, Ok 74003

Ph. 918-338-4238

Email: permits@cityofbartlesville.org

Website: www.cityofbartlesville.org





CITY OF BARTLESVILLE BUSINESS LICENSE APPLICATION

401 S. Johnstone, Bartlesville, OK 74003 Phone (918) 338-4244

INSTRUCTIONS: Please complete application (print or type only). Do not write in shaded areas. Licensing period runs from July 1 to June 30 of each year. Business license must be renewed annually. Return application with a check for the required fee made payable to the City of Bartlesville .		OFFICE USE ONLY
1 Business Type: _____	2 Business Start Date (at this location): _____	County Parcel No.: _____
3 Primary Function of Business: _____	4 Is this a new business? ____ Yes ____ No Is this a new location for an existing business? ____ Yes ____ No	Zoning District: _____
	5 D.B.A. (Name of Business): _____ Business Location: _____ City _____ State _____ Zip _____	
6 Mailing Address (if Different from Business Location): Address _____ City _____ State _____ Zip _____		Fire Marshal: Brady Watson 918-331-7286
7 Owner/Principal/Corp. Officer: Name _____ E-mail address: _____ Title _____ Address _____ City _____ State _____ Zip _____ Telephone No. _____ Fax No. _____		CHECKLIST: <input type="checkbox"/> Contractor Reg. <input type="checkbox"/> Sign Installer <input type="checkbox"/> Tree Trimmer <input type="checkbox"/> ODEQ Approval <input type="checkbox"/> Beer Sales <input type="checkbox"/> Liquor Sales (ABLE) <input type="checkbox"/> State Sales Tax <input type="checkbox"/> Vending Machine
8 Business Ownership Status: ____ Sole Proprietor ____ Partnership ____ Corporation ____ LLC ____ Non-Profit ____ Other: _____	9 Emergency Contact Information: (Required for fire and police protection) Name _____ Telephone No. _____	
10 Applicant Contact Information: Business Phone No. _____	11 Federal Employer's ID #: _____ OR Social Security #: _____	FEES: \$40.00/year \$20.00/half-year Duplicate \$10.00 Minor Home Occ \$5.00 Major Home Occ \$10.00 Total: _____
12 Property Owner if different from Applicant: Name _____ E-mail address: _____ Title _____ Address _____ City _____ Telephone No. _____ Fax No. _____		Application Approved By: (Land Use/Planning) Zoning Official Application Approved By: Building Official
13 Does your business require a license from the State of Oklahoma? ____ Yes ____ No		
14 Oklahoma State Sales Tax Permit No: _____ Not Applicable _____ State Health Department Approval: ____ Yes ____ Not Applicable		
I declare under penalty of perjury that the above application is true and correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable Federal, State and City laws and regulations. I further understand that any false statements made above are grounds for denial, cancellation, suspension, or revocation of the business license and/or certificate of occupancy.		
_____ Signature of Owner or Authorized Agent	_____ Title	_____ Date

				Additional Requirements
1	Is your business located within the City limits of Bartlesville?	Yes	No	
	If no, where is your business located?			
2	Is your business located in a commercial location?	Yes	No	Building and Fire Inspection Required
3	Is your business located in your home?	Yes	No	Home Occupation Permit Required
4	Is your business located in or near Downtown Bartlesville?	Yes	No	Design Review Required
5	Are you an out-of-town contractor working in the City?	Yes	No	1) If mechanical, electrical, plumbing, or roofing contractor, registration of State license required.
6	Are you an out-of-state contractor working in the City?	Yes	No	Same as above
	If yes to #5 or #6, what type of contractor are you?			See above.
7	Does your business involve installing or erecting signs?	Yes	No	Sign Contractor License Required
8	Does your business involve tree trimming above 12-feet in height?	Yes	No	Tree Trimmer's License Required
9	Does your business involve any door-to-door solicitation?	Yes	No	Temporary business license required
10	Does your business involve the use of a temporary or portable structure, tent, stand, trailer?	Yes	No	Temporary business license required
11	Does your business involve service or sale to a customer directly from a vehicle?	Yes	No	Temporary business license required
12	Does your business involve the sale, transport, distribution, or manufacture of food or non-alcoholic drink?	Yes	No	State Health Department Inspection Required; Must be obtained prior to city business license
13	Does your business involve the sale, transport, distribution, or manufacture of beer, wine, or liquor?	Yes	No	
14	Does your business involve the use of vending machines, video games, pool tables, or other coin-operated amusement devices on premises?	Yes	No	
15	Does your business involve the sale or rental of tangible personal property, like merchandise, goods, or products?	Yes	No	
16	Does your business involve the furnishing of specific services such as serving of food and drink, transportation, or lodging?	Yes	No	
17	Will there be bulk liquids (in quantities above 10 gallons) used or stored on site?	Yes	No	
18	Will there be any hazardous, unstable, toxic explosive or flammable materials, or poisonous gas used or stored on site?	Yes	No	Fire Department Inspection Required
19	Does your business involve the use of water in a commercial, manufacturing, or industrial process?	Yes	No	Approval from Utilities Director Required
20	Is there a planned or potential material discharge to the City sanitary sewer or storm drainage system from the site?	Yes	No	Approval from Utilities Director Required
21	Does your business require a separate license from the State of Oklahoma or the United States Government?	Yes	No	
	If yes, have you obtained this license?			
22	Does your business involve selling of second-hand goods or pawnbroking?	Yes	No	
23	Does your business involve septic tank cleaning and hauling services?	Yes	No	

FOOD TRUCK

BUSINESS LICENSE APPLICATION REQUIREMENTS

The business name, ownership names, title and registration, insurance verification, sales tax permit and additional documents must have the same corresponding name.

1. Complete the NEW or CHANGE of OWNERSHIP BUSINESS LICENSE APPLICATION.
2. Present with:
 - A. Incorporation or LLC Documents from the office of the Oklahoma Secretary of State If the business ownership is in the name of a corporation or LLC.
 - B. The Oklahoma Tax Commission Sales Tax Permit.
 - C. The Washington County, State of Oklahoma Health Department, inspection and food truck permit.
 - D. The Washington County, State of Oklahoma Health Department, food handler's permit for those persons preparing and/or serving food from the food truck.
 - E. The State of Oklahoma Vehicle Registration for the Food Truck to be in Bartlesville.
 - F. The Vehicle Insurance Certificate for the Food Truck to be in service in Bartlesville naming the City of Bartlesville as the Certificate Holder.
 - G. Color photographs of the Front, Back, and both Sides of the Food Truck showing current graphics on the Food Truck. Graphic photographs must be re-submitted if changed before the food truck is placed into service.

Present Food Truck Business License Applications to the Community Development Department located on the second floor of the Bartlesville City Hall, 401 S Johnstone Ave. Bartlesville, Oklahoma 74003. Call Fire Chief or Fire Marshal for an inspection of your cooking operation and fire suppression. Please allow three business days for application processing.

Fire Chief: 918338-4090

Fire Marshal: 918-338-4097

For further information, call 918-338-4244.



May 25, 2023

Food Truck Vendor,

The purpose of this letter is to inform you about a code requirement that came into effect in September of 2022. The 2018 International Fire Code that was adopted by the State of Oklahoma and The City of Bartlesville, requires additional Fire safety measures for food trucks that are equipped with appliances that produce smoke or grease-laden vapors. For your convenience the requirements are listed on the following pages.

If any modifications are needed for your particular operation, the deadline will be June 30th, 2023, to make these modifications. As of July 1st any Food Truck without an approved inspection by The Bartlesville Fire Department, will not receive a business license or be re-issued a business license. All Food Truck Vendors will need to have an inspection by the Fire Department before a business license will be issued, for any function within The City of Bartlesville.

If you have any questions, please notify one of the contacts below.

Fire Chief

David Topping 918-338-4090

Deputy Chief

Jerry Berry 918-338-4275

Fire Marshal

Brady Watson 918-338-4097

Chief Building Official

Trey Yankovich 918-338-4244



Bartlesville Fire Department

Protecting Community, Health, Property and the Environment

By Delivering Quality Fire and Life Safety Services

Effective July 1, 2023 the City of Bartlesville and the
Bartlesville Fire Department will enforce the 2018 International
Fire Code section 319 Mobile Food Preparation Vehicles.

David R. Topping
Fire Chief
Bartlesville Fire Dept.



BARTLESVILLE FIRE DEPARTMENT
MOBILE FOOD PREPARATION VEHICLE INSPECTION CHECKLIST AND GUIDE

Vendor Name: _____ E-Mail: _____

Vendor Representative: _____ Phone: _____

Address: _____

This document is a general fire inspection checklist for mobile food preparation vehicles with the intent of providing a standardized inspection used within the City of Bartlesville.

Note: NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram on Appendix A.

GENERAL SAFETY CHECKLIST

_____ OBTAIN LICENSE OR PERMITS FROM THE LOCAL AUTHORITIES. [1:1.12.8(a)] **G1**

_____ ENSURE THERE IS NO PUBLIC SEATING WITHIN THE MOBILE FOOD TRUCK. **G2**

_____ CHECK THAT THERE IS A CLEARANCE OF AT LEAST 10 FEET AWAY FROM BUILDING, STRUCTURES, VEHICLES, AND ANY COMBUSTIBLE MATERIALS. [96:7.8.2; 96:7.8.3 FOR CARNIVAL ONLY] **G3**

_____ VERIFY FIRE DEPARTMENT VEHICULAR ACCESS IS PROVIDED FOR FIRE LANES AND ACCESS ROADS. [1:18.2.4] **G4**

_____ ENSURE CLEARANCE IS PROVIDED FOR THE FIRE DEPARTMENT TO ACCESS FIRE HYDRANTS AND ACCESS FIRE DEPARTMENT CONNECTIONS. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**

_____ CHECK THAT APPLIANCES USING COMBUSTIBLE MEDIA ARE PROTECTED BY AN APPROVED FIRE EXTINGUISHING SYSTEM. [96:10.1.2] **G6**

_____ VERIFY PORTABLE FIRE EXTINGUISHERS HAVE BEEN SELECTED AND INSTALLED IN KITCHEN COOKING AREAS IN ACCORDANCE WITH NFPA 10. [96:10.9.3] **G7a**

_____ WHERE SOLID FUEL COOKING APPLIANCE PRODUCE GREASE-LADEN VAPORS, MAKE SURE THE APPLIANCES ARE PROTECTED BY LISTED FIRE-EXTINGUISHING EQUIPMENT. [96:14.7.1] **G7b**

_____ **ENSURE THAT WORKERS ARE TRAINED IN THE FOLLOWING: [96:B.15.1] **G8****

_____ PROPER USE OF PORTABLE FIRE EXTINGUISHERS AND EXTINGUISHING SYSTEMS [10:1.2] **G8a**

_____ PROPER METHOD OF SHUTTING OFF FUEL SOURCES [96:10.4.1] **G8b**

_____ PROPER PROCEDURE FOR NOTIFYING THE LOCAL FIRE DEPARTMENT [1:10.14.9 FOR CARNIVALS ONLY] **G8c**

_____ PROPER PROCEDURE FOR HOW TO PERFORM SIMPLE LEAK TEST ON GAS CONNECTIONS [58:6.16, 58:6.17] **G8d**

FUEL AND POWER SOURCE CHECKLIST

_____ VERIFY THAT FUEL TANKS ARE FILLED TO THE CAPACITY NEEDED FOR UNINTERRUPTED OPERATION DURING NORMAL OPERATING HOURS. [1:10.14.10.1 FOR CARNIVALS ONLY] **F1a**

_____ ENSURE THAT REFUELING IS CONDUCTED ONLY DURING NON-OPERATING HOURS. [96: B.18.3] **F1b**

_____ CHECK THAT ANY ENGINE-DRIVEN SOURCE OF POWER IS SEPARTED FROM THE PUBLIC BY BARRIERS, SUCH AS PHYSICAL GUARDS, FENCING, OR ENCLOSURES. [96:B.16.2.2] **F2**

_____ ENSURE THAT ANY ENGINE-DRIVEN SOURCE OF POWER IS SHUT DOWN PRIOR TO REFUELING FROM A PORTABLE CONTAINER. [1.11.7.2.1.2] **F3**

_____ CHECK THAT SURFACES OF ENGINE-DRIVEN SOURCE OF POWER ARE COOL TO THE TOUCH PRIOR TO REFUELING FROM A PORTABLE CONTAINER. **F3a**

_____ **MAKE SURE THAT EXHAUST FROM ENGINE-DRIVEN SOURCE OR POWER COMPLIES WITH THE FOLLOWING:** **F4**

_____ AT LEAST 10 FEET IN ALL DIRECTIONS FROM OPENINGS AND AIR INTAKES [96:B.13] **F4a**

_____ AT LEAST 10 FEET FROM EVERY MEANS OF EGRESS [96:B.13] **F4b**

_____ DIRECTED AWAY FROM ALL BUILDINGS [1.11.7.2.2] **F4c**

_____ DIRECTED AWAY FROM ALL OTHER COOKING VEHICLES AND OPERATIONS [1:11.7.2.2] **F4d**

_____ ENSURE THAT ALL ELECTRICAL APPLIANCES, FIXTURES, EQUIPMENT, AND WIRING COMPLIES WITH THE NFPA 70. [96:B.18] **F5**

PROPANE SYSTEM INTEGRITY CHECKLIST

_____ CHECK THAT THE MAIN SHUTOFF VALVE ON ALL GAS CONTAINERS IS READILY ACCESSIBLE. [58:6.26.4.1(3)] **P1**

_____ ENSURE THAT PORTABLE GAS CONTAINERS ARE IN THE UPRIGHT POSITION AND SECURED TO PREVENT TIPPING OVER. [58:6.26.3.4] **P2**

_____ PERFORM LEAK TESTING ON ALL NEW GAS CONNECTIONS OF THE GAS SYSTEM. [58:6.16; 58:6.17] **P4**

_____ PERFORM LEAK TESTING ON ALL GAS CONNECTIONS AFFECTED BY REPLACEMENT OF AN EXCHANGEABLE CONTAINER. [58:6.16; 58:6.17] **P5**

_____ DOCUMENT LEAK TESTING AND MAKE DOCUMENTATION AVAILABLE FOR REVIEW BY THE AUTHORIZED OFFICIAL. [58:6.26.5.1(M)] **P6**

_____ ENSURE THAT ON GAS SYSTEM PIPING, A FLEXIBLE CONNECTOR IS INSTALLED BETWEEN THE REGULATOR OUTLET AND THE FIXED PIPING SYSTEM. [58:6.26.5.1(B)] **P7**

_____ WHERE A GAS DETECTION SYSTEM IS INSTALLED, ENSURE THAT IT HAS BEEN TESTED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. [96: B.19.2.1] **P8**

OPERATIONAL SAFETY CHECKLIST

_____ DO NOT LEAVE COOKING EQUIPMENT UNATTENDED WHILE IT IS STILL HOT. (THIS IS THE LEADING CAUSE OF HOME STRUCTURE FIRES AND HOME FIRE INJURIES.) **OA**

_____ OPERATE COOKING EQUIPMENT ONLY WHEN ALL WINDOWS, SERVICE HATCHES, AND VENTILATION SOURCE ARE FULLY OPENED. [96:14.2.2; 96:14.2.3] **OB**

_____ CLOSE GAS SUPPLY PIPING VALVES AND GAS CONTAINER VALVES WHEN EQUIPMENT IS NOT IN USE. [58:6.26.8.3] **OC**

_____ KEEP COOKING EQUIPMENT INCLUDING THE COOKING VENTILATION SYSTEM, CLEAN BY REGULARLY REMOVING GREASE. [96.11.4] **OD**

SOLID FUEL CHECKLIST (WHERE WOOD CHARCOAL. OR OTHER FUEL IS USED)

_____ FUEL IS NOT STORED ABOVE ANY HEAT-PRODUCING APPLIANCE OR VENT. [96:14.9.2.2] **SA**

_____ FUEL IS NOT STORED CLOSER THAN 3 FEET TO ANY COOKING APPLIANCE. [96:14.9.2.2] **SB**

_____ FUEL IS NOT STORED NEAR ANY COMBUSTIBLE FLAMMABLE LIQUIDS, IGNITION SOURCES, CHEMICAL, AND FOOD SUPPLIES AND PACKAGED GOODS. [96:14.9.2.7] **SC**

_____ FUEL IS NOT STORED IN THE PATH OF THE ASH REMOVAL OR NEAR REMOVED ASHES. [96:14.9.2.4] **SD**

_____ ASH, CINDERS, AND OTHER FIRE DEBRIS SHOULD BE REMOVED FROM THE FIREBOX AT REGULAR INTERVALS AND AT LEAST ONCE A DAY. [96:14.9.3.6.1] **SE**

_____ REMOVED ASHES, CINDERS, AND OTHER REMOVED FIRE DEBRIS SHOULD BE PLACED IN A CLOSED, METAL CONTAINER, LOCATED AT LEAST 3 FEET FROM ANY COOKING APPLIANCE. [96.14.9.3.8] **SF**

NOT VALID UNTIL SIGNED BY THE FIRE MARSHAL OR HIS DESIGNEE

FIRE MARSHAL SIGNATURE: _____

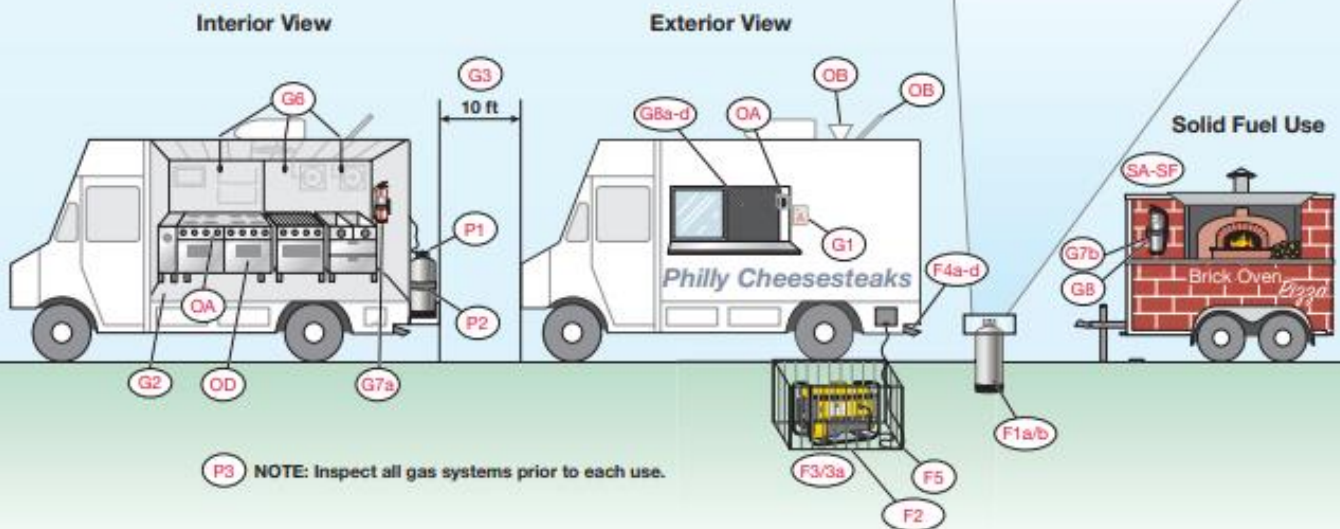
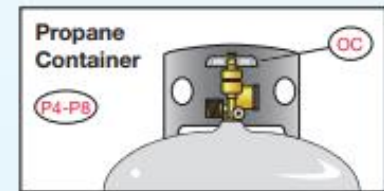
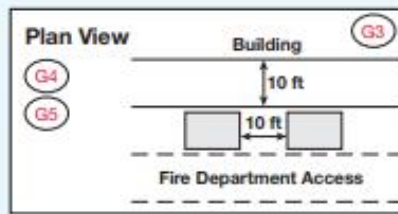
PRINT NAME: _____ DATE: _____

INSPECTION: _____ APPROVED _____ DENIED PERMIT # _____

COMMENTS:



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10] **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**

FOOD TRUCK SAFETY *CONTINUED***Fuel & Power Sources Checklist**

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:8.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®. [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code®*, 2020 Edition
 - *National Electrical Code® Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



ADDITIONAL CHECKLIST INFORMATION AND GUIDANCE

MOBILE FOOD PREPARATION VEHICLES ARE REGULATED BY SEVERAL DIFFERENT AGENCIES AS WELL AS SEVERAL DIFFERENT CODES AND STANDARDS. THE BELOW LIST, WHILE NOT INCLUSIVE OF ALL POSSIBLE CODES, STANDARDS, AND REGULATIONS, IS THE GENERAL FOCUS OF LOCAL FIRE JURISDICTIONS WHEN EVALUATING FOOD VEHICLES FOR OPERATIONAL PERMITS.

2018 INTERNATIONAL FIRE CODE SECTIONS:

- 105- PERMITS
- 319- MOBILE FOOD PREPARATION VEHICLES
- 607- COMMERCIAL KITCHEN HOODS
- 608- COMMERCIAL KITCHEN COOKING OIL STORAGE
- 904.12- COMMERCIAL COOKING SYSTEMS
- 906- PORTABLE EXTINGUISHERS

NATIONAL FIRE PROTECTION ASSOCIATION STANDARDS:

- 17A- WET CHEMICAL EXTINGUISHING SYSTEMS
- 58- LIQUID PETROLEUM GAS CODE
- 96- VEHICLE CONTROL AND FIRE PROTECTION OF COMMERCIAL COOKING OPERATIONS

ADDITIONALLY, THE MANUFACTURER'S RECOMMENDATIONS FOR THE INSTALLATION, USE AND MAINTENANCE OF THEIR PRODUCT SHOULD ALWAYS BE FOLLOWED.

COOKING SYSTEM TYPE 1 HOOD

**** (IF PRODUCES GREASE LADEN VAPORS) ****

TYPE-1 HOOD INSPECTION SHALL INCLUDE BUT IS NOT LIMITED TO VERIFYING THE FOLLOWING:

- THEY SYSTEM IS A UL300 SYSTEM.
- THE SYSTEM HAS BEEN SERVICED WITHIN THE LAST SIX MONTHS OR AFTER ACTIVATION.
- FUSIBLE LINKS ARE REPLACED ANNUALLY.
- GREASE FILTERS ARE UL1046.
- GREASE FILTERS ARE ARRANGED SO THAT ALL EXHAUST AIR PASSES THROUGH THEM.
- GREASE FILTERS ARE INSTALLED AT AN ANGLE OF NOT LESS THAN 45 DEGREES FROM THE HORIZONTAL AND ORIENTATION TO DRAIN GREASE
- DRIP TRAYS AND/OR CONTAINERS ARE PRESENT AND INSTALLED CORRECTLY.
- MANUAL ACTUATOR LOCATED IN AN ACCESSIBLE, UNOBSTRUCTED LOCATION IN A PATH OF EGRESS.
- MANUAL ACTUATOR IS INSTALLED BETWEEN 42 TO 48 INCHES ABOVE THE FLOOR.
- SYSTEM ANNUNCIATION INDICATOR (AUDIBLE OR VISUAL) IS PROVIDED TO SHOW THAT THE SYSTEM HAS BEEN ACTIVATED.
- EXHAUST, INCLUDING HOOD, GREASE-REMOVAL DEVICES, FANS, DUCTS AND OTHER APPURTENANCES, SHALL BE INSPECTED, CLEANED AND TAGGED BY A QUALIFIED INDIVIDUAL.

COOKING APPLIANCES

DEEP-FAT FRYERS – INSTALLED WITH AT LEAST A 16 INCH SPACE BETWEEN THE FRYER AND SURFACE FLAMES OR ADJACENT COOKING EQUIPMENT. **EXCEPTION:** WHERE A STEEL OR TEMPERED GLASS BAFFLE PLATE IS INSTALLED AT A MINIMUM 8 INCHES IN HEIGHT BETWEEN THE FRYER AND SURFACE FLAMES OF THE ADJACENT APPLIANCE. (NFPA 96.12.1.2.4)

MOVEMENT OF APPLIANCES – TO MINIMIZE POSSIBLE DAMAGE AND IMPAIRED OPERATION DUE TO ITEMS SHIFTING IN TRANSIT, COOKING APPLIANCES SHALL BE CONSTRUCTED AND SECURED IN PLACE OR OTHERWISE PROTECTED. (IFC 319.5)

COOKING EQUIPMENT CLEANING – COOKING EQUIPMENT THAT COLLECTS GREASE BELOW THE SURFACE, BEHIND THE EQUIPMENT, OR IN COOKING EQUIPMENT FLUE GAS EXHAUST, SUCH AS GRIDDLES OR CHAR-BROILERS, SHALL BE CLEANED AND MAINTAINED. (IFC 607.3.3.2)

LP-GAS SYSTEMS (IFC 319.8/IFC 61 NFPA 58)

SYSTEM LOCATION – LP-GAS SUPPLY SYSTEMS, INCLUDING THE CONTAINERS, SHALL BE INSTALLED EITHER ON THE OUTSIDE OF THE VEHICLE OR IN A RECESS OR CABINET THAT IS 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 FEET HORIZONTALLY AWAY FROM ANY OPENING INTO THE VEHICLE AND BELOW THE LEVEL OF THE VENTS.

PROTECTION OF CONTAINERS – LP-GAS CONTAINERS INSTALLED OR STORED IN OR ON THE VEHICLE SHALL BE:

- SECURELY MOUNTED AND RESTRAINED TO PREVENT MOVEMENT.
- LP TANKS LOCATED ON BACK VEHICLE MUST HAVE ADEQUATE IMPACT PROTECTION PROVIDED.
- STORED IN AN APPROVED MANNER IN AN UPRIGHT POSITION.
- PROTECTED FROM WEATHER.

HAVE A CAP OR COLLAR TO PROTECT AGAINST PHYSICAL DAMAGE REGARDLESS OF WHETHER THEY ARE FULL, PARTIALLY FULL OR EMPTY, AND CYLINDER OUTLET VALVES SHALL BE CLOSED.

PROTECTION OF SYSTEM PIPING – LP-GAS SYSTEM PIPING, INCLUDING VALVES AND FITTINGS, SHALL BE ADEQUATELY PROTECTED TO PREVENT TAMPERING, IMPACT AND DAMAGE, AND DAMAGE FROM VIBRATION.

TANKS WITHIN HYDRO – ALL TANKS SHALL BE WITHIN HYDRO DATES. DATES CAN BE VERIFIED ON NEW CYLINDERS BY CHECKING FOR A MANUFACTURER'S 4-DIGIT MONTH/YEAR STAMPED ON THE COLLAR. CYLINDERS THAT HAVE PREVIOUSLY BEEN RECERTIFIED WILL HAVE AN AFTERMARKET 6 OR 8 ALPHANUMERIC STAMP THAT WILL READ LIKE THE FOLLOWING **EXAMPLE: 02X07E OR 07ABC07E.**

INSPECTED FOR DAMAGE – DAMAGE CAN THREATEN THE INTEGRITY OF THE TANKS.

LP-GAS ALARM – A LISTED LP-GAS ALARM SHALL BE WITHIN THE VEHICLE IN THE VICINITY OF LP-GAS SYSTEM COMPONENTS, IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.

SHUTOFF VALVES – THERE SHALL BE A MINIMUM OF TWO SHUTOFF VALVES:

- MAIN SHUTOFF VALVE ON THE LP-GAS CONTAINERS FOR LIQUID AND VAPOR SHALL BE READILY ACCESSIBLE.
- EMERGENCY SHUTOFF VALVE SHALL BE A QUARTER-TURN MANUAL GAS BALL VALVE INSTALLED WITHIN THE LP-GAS PIPING INSTALLED ON THE EXTERIOR OF THE VEHICLE AND READILY ACCESSIBLE.

CAUTION PLATE – A PERMANENT CAUTION PLATE SHALL BE PROVIDED, AFFIXED TO EITHER THE APPLIANCE OR THE VEHICLE OUTSIDE OF ANY ENCLOSURE AND ADJACENT TO THE CONTAINERS(S), AND SHALL INCLUDE THE FOLLOWING ITEMS:



- (1) BE SURE ALL APPLIANCE VALVES ARE CLOSED BEFORE OPENING CONTAINER VALVE.
- (2) CONNECTIONS AT THE APPLIANCES, REGULATORS, AND CONTAINERS SHALL BE CHECKED PERIODICALLY FOR LEAKS WITH SOAPY WATER OR ITS EQUIVALENT.
- (3) NEVER USE A MATCH OR FLAME TO CHECK FOR LEAKS.
- (4) CONTAINER VALVES SHALL BE CLOSED WHEN EQUIPMENT IS NOT IN USE.

CNG SYSTEMS (IFC 319.9)

INSPECTED FOR DAMAGE- DAMAGE OR EXPOSURE TO CERTAIN CHEMICALS CAN THREATEN THE INTEGRITY OF CNG TANKS.

PROTECTION OF SYSTEM PIPING – CNG SYSTEM PIPING, INCLUDING VALVES AND FITTINGS, SHALL BE ADEQUATELY PROTECTED TO PREVENT TAMPERING, IMPACT DAMAGE AND DAMAGE FROM VIBRATION.

METHANE ALARMS – A LISTED METHANE GAS ALARM SHALL BE INSTALLED WITHIN THE VEHICLE IN ACCORDANCE WITH MANUFACTURER’S INSTRUCTIONS.

DIAMOND-SHAPED LABEL – CNG VEHICLES SHALL BE IDENTIFIED WITH A PERMANENT, DIAMOND-SHAPED LABEL COMPLYING WITH THE FOLLOWING:



- MINIMUM OF 4.72 INCHES LONG BY 3.27 INCHES HIGH
- MARKING IN THE LABEL SHALL CONSIST OF A BORDER AND THE LETTERS “CNG” 1 INCH MINIMUM HEIGHT CENTERED IN THE DIAMOND OF SILVER OR WHITE REFLECTIVE LUMINOUS MATERIAL ON A BLUE BACKGROUND.
- PLACED ON AN EXTERIOR VERTICAL SURFACE ON THE LOWER RIGHT REAR OF THE VEHICLE. (NOT ON THE BUMPER)

TRAIN YOUR FOOD TRUCK STAFF ON THESE FIRE SAFETY BASICS:

- **KNOW WHERE THE FIRE EXTINGUISHER IS AND HOW TO USE IT.** YOU MAY FIND THE ACRONYM P.A.S.S. HELPFUL – PULL OUT THE PIN, AIM AT THE BASE, SQUEEZE, AND MAKE A BACK AND FORTH SWEEPING MOTION.
- **CLEAN UP GREASE.** CLEANING EXHAUST HOOD IS ESPECIALLY IMPORTANT SINCE GREASE BUILDUP CAN RESTRICT AIR FLOW. BE SURE TO ALSO CLEAN WALLS AND WORK SURFACES; RANGES, FRYERS, BROILERS, GRILLS, AND CONVECTION OVENS; VENTS AND FILTERS.
- **NEVER THROW WATER ON A GREASE FIRE.** WATER TOSSED INTO GREASE WILL CAUSE GREASE TO SPLATTER, SPREAD, AND LIKELY ERUPT INTO A LARGER FIRE.
- **REMOVE ASHES** FROM CHARCOAL AND WOOD BURNING OVERS AT LEAST DAILY.
- **STORE FLAMMABLE LIQUIDS PROPERLY.** KEEP THEM IN THEIR ORIGINAL CONTAINERS OR PUNCTURE-RESISTANT, TIGHTLY SEALED CONTAINERS. STORE IN WELL VENTILATED AREA AWAY FROM COMBUSTIBLE SUPPLIES, FOOD, FOOD-PREPARATION AREAS OF ANY SOURCE OF FLAMES.

HAVE AN EMERGENCY PLAN:

IF A FIRE BREAKS OUT IN YOUR MOBILE FOOD FACILITY, YOUR STAFF MUST TAKE CONTROL OF THE SITUATION AND ALL EMPLOYEES MUST EXIT THE VEHICLE TO A POINT SAFELY AWAY FROM THE VEHICLE.

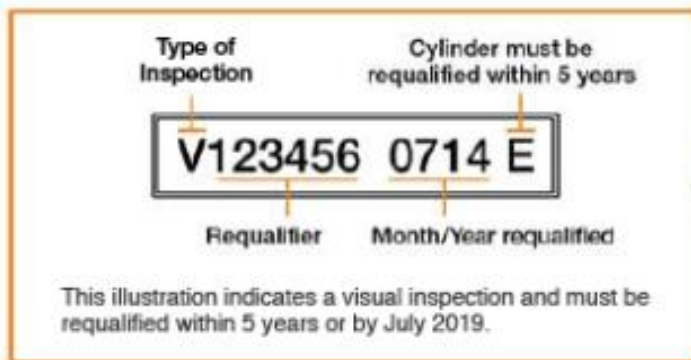
- **POWER DOWN** – TRAIN STAFF HOW TO SHUT OFF PROPANE AND ELECTRICAL POWER IN CASE OF EMERGENCY.
- **CALL 911** - ENSURE EVERYONE EXITS THE VEHICLE AND CALL 911. ENSURE YOU ADVISE YOUR CUSTOMERS TO EVACUATE AWAY FROM THE VEHICLE.

Is your propane cylinder **SAFE?**

Propane cylinders must be periodically requalified to be safe for use*. Do not use cylinders that have not been requalified because you risk property damage, severe injuries, or death.

To see if your cylinder is okay to use, look for these markings:

- A** **Manufacturing Date:**
Cylinders must be requalified within 12 years of manufacture (in this illustration by May 2017).
- B** **Requalification Date:**
If the cylinder is older than 12 years, look for a "requalification date".



Other possible requalification markings:

<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">7^{A1}₃₂14</div> <p>No alphabetic expiration date means the cylinder must be requalified within 12 years (by July 2026 in this example).</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">7^{A1}₃₂14S</div> <p>"S" means the cylinder must be requalified within 7 years (by July 2021 in this example).</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">7^{A1}₃₂14E</div> <p>"E" means the cylinder must be requalified within 5 years (by July 2019 in this example).</p>
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*A list of US DOT approved requalifiers and their ID number (RIN) is available on the PHMSA website: