



City of NORFOLK

Office of the Fire Marshal

Norfolk Fire Code Requirements for Festivals/Special Events:

2021 Virginia Statewide Fire Prevention Code: Enforced by Norfolk Fire Marshal's Office

Notice about Fire Marshal Approval

In accordance with Section 107.7 of the Fire Prevention Code, plans approved by the fire official are approved with the intent that they comply in all respects to the Fire Prevention Code. Any omissions or errors on the plans (i.e., public safety plan) do not relieve the applicant (i.e., responsible party) of complying with all applicable requirements. Final approval is subject to a site inspection by the Fire Marshal.

THE FIRE MARSHAL INSPECTION

Approval of a carnival, festival, or outdoor public assemblage is finalized through a fire marshal site inspection, which must be scheduled by the responsible party on the day of set-up. Once approved, you may schedule your inspection for a date when all required items are in place. All inspection requirements must be compliant prior to the operation of the carnival, fair, festival, or large outdoor public assemblage.

REQUIREMENTS: TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES

3106.2.1: Approval required. Outdoor assembly events shall be approved by the fire marshal.

3105.6.2 Inspection report. The inspecting agency or individual shall furnish an inspection report to the fire code official. The inspection report shall indicate that the outside tent(s) and area(s) was inspected and was or was not installed in accordance with the approved construction documents. Discrepancies shall be brought to the immediate attention of the installer for correction. Where any discrepancy is not corrected, it shall be brought to the attention of the fire code official and the designated responsible party.

3106.2.1: Permits: An operational permit/inspection and fee shall be required. (\$25.00 per temporary structure)

3106.2.3.1 Fire service features. Unobstructed access to fire hydrants, drafting sources and other fire protection features shall be always maintained.

3106.3.1 Occupant load. The fire code official shall establish an occupant load for the event site.



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3104.2: Tents shall be labeled and certified as flame resistant.

3103.8.2: Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines unless approved by the fire marshal before the event.

3103.9: All tents shall be anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire marshal on request.

3106.4.5: No smoking allowed in tents.

3106.4.4: One portable fire extinguisher with a minimum of 4-A rating or two extinguishers with a 2-A rating is required and placed in locations approved by the fire code official.

3106.4.7 Combustible refuse. Combustible refuse shall be kept in noncombustible containers with tight-fitting or self-closing lids. Combustible refuse shall be removed from the event site at regular intervals to prevent an unsafe accumulation within the event site.

3106.5.1 Separation from tents or structures. Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers (firebrands) shall not be used within 20 feet (6096 mm) of a tent or temporary structure.

3106.5.2: Protection. Cooking equipment using combustible oils or solids when cooking shall provide a K rated fire extinguisher in the tent. All fire extinguishers shall be clear of obstructions and accessible for use. **All fire extinguishers shall be charged, have current inspection tag or sales receipt if new, out of the original box, free of defects or damage.**

3106.5.3 Liquefied petroleum gas (LP-gas). All LP tubing, piping, hoses, valves, and appliances shall be rated for LP use in accordance with Chapter 61 and the International Fuel Gas Code, International Mechanical Code, and approved by the fire marshal.

3106.6 Electrical equipment and wiring. Outdoor assembly events with concession stands or booths using electrical equipment and temporary wiring for electrical power or lighting shall comply with the applicable provisions of NFPA 70.

3106.6.1 Outdoor use. Electrical equipment and wiring shall be listed and labeled for outdoor use.



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3106.6.2 Generators. Generators shall be installed not less than 10 feet (3048 mm) from combustible materials and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet (914 mm) away from the internal combustion power source.

3106.6.3 Portable fire extinguishers. Each generator shall be provided with an approved portable fire extinguisher

3107.2: Combustible materials such as hay, straw, and shavings shall not be in any tent and combustible trash removed daily.

3107.4: Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent while in open to the public unless approved by the fire marshal. The cooking appliance shall be on the outer edge of the tent preferably on the sides or rear of the tent away from the general public. When possible have cooking equipment away from the tent.

5303.5.3 Securing compressed gas containers, cylinders and tanks. All compressed gas cylinders shall be secured to prevent from falling or being knocked over, this includes the empty **LP** gas cylinders.

110.1: Precautions shall be taken to keep the general public away from all open flames, appliances, and hot cooking surfaces. If cooking is performed at the front of the tent a barrier shall be placed between cooking area and the public.

304.1 Waste accumulation prohibited: Combustible waste (trash) creating a fire hazard on the floor surface inside the tent and grounds outside within 30-foot perimeter shall be kept free of combustible waste and other combustibles that could create a fire hazard. Such waste shall be stored in approved containers until removed from the premises at least once daily or as needed.

17-1.44 (29): All trash, debris, cooking oil, wastewater and combustibles must be disposed of in an approved manner. (No liquids may be disposed of in the storm water drains, water ways or on the ground) The wastewater must be dumped daily into approved containers on site. It is the responsibility of the event staff and vendor to make sure the wastewater container area stays clean, the containers do not overflow onto the ground or into the storm drains, water ways.

17.1-45: Tents and membrane structures having an area in excess of 200 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit from the fire marshal.



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Guidelines for Mobile Food Trucks/Carts

2024 Policy for Mobile Food Trucks/Carts

1. Licensing Requirements

- Valid Driver's License
- Valid Business License
- Zoning Approval
- Current License Plates
- Current Vehicle Inspection Sticker/Paperwork
- Current State Inspection
- Current Vehicle Insurance
- Health Inspection
- Norfolk Fire Marshal Inspection Permit

2. Fire Protection Systems

- Fire Suppression Systems shall comply with the appropriate provisions of the Virginia Statewide Fire Prevention Code (VSFPC 2021 Section 319).
- All Mobile Food Trucks that have any commercial cooking equipment that produce grease laden vapors shall be required to have an Automatic fire-extinguishing system.
- Mobile food preparation vehicles that are equipped with appliances that utilize open flames or produce smoke or grease laden vapors shall comply. A commercial hood (Type 1) shall be installed above all commercial cooking appliances or domestic cooking appliances used for commercial purposes.
- Fire extinguishers are required for all mobile food vendor operations. All fire extinguishers shall be maintained and inspected on an annual basis. A fire extinguisher (minimum size of 2A 40 BC) will be required in addition, if deep fat fryers are used operators shall have and maintain a Class K portable fire extinguisher to a 2.5-gallon (9L) or two 1.5-Gallon (6L) Class K portable extinguisher.
- Ventilation Control systems shall be appropriate for the cooking operations conducted. Ventilation systems shall be capable of exhausting all byproducts of cooking operations. The hood must be designed to adequately collect and exhaust fumes, smoke and vapors from the area over which it is installed. Hood systems shall be maintained and cleaned in accordance with the VSFPC.



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- All fire extinguishing system shall be inspected by a certified fire protection company every 6 months. Records shall be maintained as required in the VSFPC
- 3. Hazardous Materials and Storage of Flammables**
- The storage and use of Flammable Liquids shall be in accordance with any applicable regulations under the Virginia Statewide Fire Prevention Code Chapter 57 & NFPA 58, Chapter 61 and Sections 319.9.1 through 319.9.5.
 - Individual containers, cartons, or packages shall be conspicuously marked or labeled in an approved manner.
 - Hazardous materials or liquids shall be disposed of in the proper manner. They shall not be released into any sewer, storm drain, ditch, drainage canal, creek, stream, river, lake or tidal water or on the ground, sidewalk, street, and highway or into the atmosphere.
- 4. Propane and Natural Gas handling Requirements**
- Shall follow the provisions under the Virginia Statewide Fire Prevention Code for Liquefied Petroleum Gases Chapter 62 for the storage, handling, transportation and the installation of LP-gas equipment. Shall comply with NFPA 58, Chapter 61 and Sections 319.9.1 through 319.9.5.
 - Propane bottles- The maximum aggregate volume capacity of LP-gas containers transported on the vehicle and used to fuel cooking appliances only shall not exceed 200 pounds propane capacity. The capacity limit shall be determined by the Fire Official after consideration of features that secure and protect the container as well as the level of acceptable risk to the public.
 - LP vessels shall be affixed and secure to the portable food service platform in a manner that provides a reasonable expectation of security while parked or in transit. All applicable DOT regulations shall be followed. Hydro dates of propane cylinders will be checked by the Fire Marshal.
 - Propane and natural gas tanks shall be shut off while the mobile food vehicle is in motion, unattended and/or in overnight storage. Appliance connection to fuel supply shall comply to ANSI Z21.69/CSA 6.16.
 - A Leak detection of Gas systems shall be inspected prior to each use and following fuel tank replacement or refill with a soap and water method or pressure testing in accordance with Annex L of NFPA 58.



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- Generator(s) and LPG storage compartments located on the exterior of the vehicle must be enclosed. These compartments must have venting to the exterior and must not allow any venting to the interior of the vehicle.
- There shall not be any storage of or use of LPG cylinders within the tow vehicle at any time.
- Mounting and placement of propane and natural gas tanks. The mounting of propane and natural gas tanks must withstand impact equal to four times the weight of the filled propane or natural gas container according to NFPA 58-6.23.3.4. Tanks must be secure (NFPA58-5.2.4) and conform with NFPA standards relating to the safe mounting of tanks as described in NFPA 58-6.23.3.3.
 - a. Outside mounted in a semi-enclosed cabinet, with vents at the top and bottom to facilitate the diffusion of vapors, vapor-tight to the interior of the vehicle, with a weather-protected regulator and a leak indicator as described in NFPA 1192—6.4.8.
 - b. Outside mounted, secured on top and bottom and stabilized (e.g. with a strap), vapor-tight to the interior of the vehicle, mounted no less than 28" above the ground with a weather-protected regulator.
 - c. Chassis mounted, according to NFPA 58—6.23.3.4

5. Food Trucks/Trailers/Carts not using grease laden vapor appliances

- All Mobile Trucks/Trailers/Carts that do not have cooking devices and only sell or produce foods that are prepackage or served from containers shall comply to the Norfolk Fire Marshal's Permitting and City of Norfolk Licensing and Permitting.
- All Mobile Trucks/Trailers/Carts that use generators and or ship to shore plug in for power shall comply to the Norfolk Fire Marshal's Permitting and City of Norfolk Licensing and Permitting.

6. Inspections

- The Fire Official is authorized to conduct such inspections as deemed necessary to determine the extent of compliance with the provisions of the Code.



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- Vendors shall comply with any applicable City of Norfolk Permits and Fees. The Fire Marshal's Office requires a Mobile Food Service Vendor Inspection Permit.
- Fire Inspections shall be assigned a Date, Place, and Time through the Fire Marshal's Administrative Office. The inspections will be held at 150 Park Ave (Harbor Park 3rd Base Parking Lot) Times are each Monday from 11am-12pm continued at 5pm – 6pm.
- All vendors that are located out of State shall be inspected on the date of the festival (i.e. Norfolk Harborfest, Bayou Bon Vivant, etc.). All vendors shall comply to all regulations and permitting from the City of Norfolk and the Virginia Statewide Fire Prevention Code 2021
- Once the inspection is completed on a portable food platform an inspection Permit will be issued. Any Changes to items, processes, storage or configuration within the scope of the Fire Inspection must be approved by the Fire Marshal to maintain the validity of the inspection sticker.

All acts and shows with fire or pyrotechnics need to be approved by the fire marshal's office prior to event.

All homemade cooking devices shall be approved by the fire marshal's office prior to event.

LP gas tanks shall be placed on a secure, flat surface.

Tent Flaps may not be down when appliances are lite and in use.

LP connections shall be tested for leaks prior to lighting burners and appliances.

Highly recommend using long matches or lighters when lighting appliances.

No cooking appliances shall be in the center of the tent.

Do not leave LP cooking appliances unattended while in use.

SHUT OFF all tanks and appliances when not in use.

***All Inspection, Permits, and fees will be directed to the following:**



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**Norfolk Fire Marshal's Office
100 Brooke Avenue, Suite 400
Norfolk VA. 23510
Office #: 757-664-6604**

Name of Business and Address:

Print Name of Responsible Party: _____

Signature: _____

By signing above, you acknowledge receiving a copy of the Fire Code Requirements and understand if you do not comply with the above Code Requirements you may not be able to participate in the festival.

*If you have any questions, please contact
The Norfolk Fire Marshal's Office
757 664-6604*