



**ROSEBURG FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**

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Roseburg, OR 97470  
Phone (541) 492-6770

**NOTICE:**

**Special Events Fee – (per vendor, per year) ..... Contact Fire Department for latest fee schedule**

The Roseburg Fire Department will perform a fire and life safety inspection on each booth or vendor stand prior to and during the event. There is a once-a-year fee associated with this inspection. This fee will be levied upon the first calendar year inspection, but subsequent inspections during that calendar year will be free. The inspection will cover the following items:

**1. Extension Cords:**

- a. Only heavy duty extension cords will be allowed (3 wire with a ground).
- b. Power strips or surge protectors with built in circuit breakers shall be used in lieu of multi-plug adapters.
- c. Cords shall be placed so that they are protected and do not present a tripping hazard.
- d. Cords that run overhead shall be not less than 10 feet above the ground.

**2. Exits:**

- a. Booths (including tables) in doorways of businesses shall not obstruct the exit of businesses that are open for business.
- b. Booths (including tables) shall not be located on city sidewalks unless otherwise approved.
- c. Open flame cooking devices shall not be located in front of any exit.

**3. Food Booths – Cooking on Site:**

- a. A minimum of one fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided. The extinguisher(s) shall be mounted near the exit in an unobstructed location.
- b. In addition, any concessionaire creating grease-laden vapors shall install and maintain a portable fire extinguisher with a “K” class rating.
- c. No public seating shall be provided in the booth or concession stand without the approval of the Fire Marshal.
- d. All fabrics or paper materials used in decorations must be fire resistive or treated with fire retardant solution prior to use.
- e. All trash receptacles shall be constructed of a non-combustible material.

- f. The use and storage of Liquefied Petroleum Gas portable containers inside portable concessions or tents is prohibited.
- g. All Liquefied Petroleum Gas tanks shall be located on the exterior of portable concessions or tents, and shall be secured in an approved manner, rigidly supported by brackets, or secured to an upright member with chains.
- h. All electrical equipment and installation shall comply with the Electrical Code and may be subject to an inspection by the State Electrical Division.
- i. No flammable or combustible liquids except cooking oils shall be used without written approval of the Fire Marshal.
- j. Distances between portable concessions shall not be less than 5 feet. Concession stands utilized for cooking shall have a minimum of 10 feet of clearance.
- k. A minimum of two exits shall be provided at the most remote ends of each concession. The second exit may be a window that shall have a minimum net clear open able area of 5.7 square feet. The minimum net clear open able height dimension shall be 24 inches. When a window provides a means of escape or rescue, it shall have a finished sill height of not more than 44 inches above the floor.
- l. A ventilating hood and duct system shall be provided for commercial-type food heat-processing equipment that produces grease-laden vapors.
- m. If equipped with a hood suppression system, this system shall be inspected every 6 months by a licensed contractor, and proof of this inspection must be maintained on-site.
- n. Hoods and ducts shall be cleaned at frequent intervals. The entire hood, duct and appliance shall be inspected daily to determine if grease or other residues have been deposited. Any noticeable deposits shall require cleaning of the hood, duct and appliance.

#### **4. Flammable Liquids – Generators and Small Engines:**

- a. Flammable liquids kept on site shall be in approved safety containers.
- b. A maximum of 10 gallons of flammable liquids will be allowed on site.
- c. Flammable liquids shall be stored in a safe manner away from the public.

#### **5. General Regulations:**

- a. No booth or stands (including tables) shall be placed so that they block any fire hydrant, standpipe, sprinkler connection (FDC) or other fire appliance.
- b. Open flame devices shall be by permit only.
- c. Secure all compressed gas cylinders in an upright position with name and product visible.
- d. Any cooking creating grease-laden vapors outside of a booth shall be protected from pedestrian traffic. Any covering over cooking areas shall be separated from the top of the cooking surface by at least (5) five feet. Covers shall be of any non-combustible surface.

**Note:** The Roseburg Fire Department may cause any operation or activity to cease if the same is determined to be unsafe. The operator shall immediately discontinue operations and/or activities and remove the unsafe item or correct the unsafe procedure prior to resuming operation of business or activity.

Contact the Roseburg Fire Department at (541) 492-6770 or e-mail us at [fireprevention@cityofroseburg.org](mailto:fireprevention@cityofroseburg.org) if you have questions or require additional information.