

# **CITY OF PUEBLO FIRE DEPARTMENT**

---

Division of Fire Prevention

**Special Events:**  
**Tents & Canopies**  
**Food Preparation**  
**Booths & Vehicles**



If you have any questions or comments regarding the information contained within,  
or if you need assistance interpreting these requirements, please contact:

**City of Pueblo Fire Department**  
**1551 Bonforte Boulevard**  
**Pueblo, Colorado 81001**  
Phone: (719) 553-2830  
Fax: (719) 553-2831  
Email: [cityfire@pueblo.us](mailto:cityfire@pueblo.us)

## PURPOSE

To provide fire safety standards and regulations for the construction and operation of temporary membrane structures, tents and canopies as well as food preparation operations associated with special events that are open to the public.

**Temporary Membrane Structures, Tents, Canopies, and Mobile Food Preparation Vehicles** located within the city limits fall under the jurisdiction of the City of Pueblo Fire Department under the authority of International Fire Code (IFC) as adopted by Title III, Chapter 2, Article II of the City of Pueblo Municipal Code.

- Failure to comply with these requirements, or other orders and directions from the Fire Code Official, may result in the immediate closure of the event or activity.

## DEFINITIONS

**Canopy** – A temporary structure, enclosure or shelter constructed of fabric or pliable material supported in any manner other than by air or the contents it protects, which is open, without side walls or drops.

**Cooking Booths** - Those canopies or other structures that are used solely for the purposes of cooking. No other uses permitted except the sales of the food cooked.

**Mobile Food Preparation Vehicle** – Vehicles that contain cooking equipment that produce smoke or grease-laden vapors for the purpose of preparing and serving food to the public.

**Temporary Structure** - Any enclosure or shelter constructed of materials as described in the 2015 International Fire Code, as amended, and erected for a period of less than 180 days.

**Tent** - Any temporary structure, enclosure, or shelter constructed of fabric or pliable material supported in any manner other than by air or the contents it protects, with side walls or drops.

## ELECTRICAL – Shall apply to all participant at a special event

1. **Power Source** – If an alternative electrical power source is available or provided by the event coordinator, portable generators shall not be permitted to be used.
2. **Gasoline Powered Generators** – If an alternative electrical power source is not available.
  - Shall have a GFCI circuit installed and be properly grounded.
  - Shall be located outside at least 10 feet away from any structure.
  - Shall not be re-fueled until turned off and cool to the touch.
3. **All extension cords and power strips:**
  - Shall be 3-wire, UL listed, in good condition, and appropriate for their use.
  - Shall be plugged directly into provided outlets and shall not be plugged into one another in series.
  - Shall be adequately protected from foot traffic if paths of travel cannot be avoided.
4. **Power Strips** shall be UL listed with over-current protection and in good condition.
5. **String Lighting** – Refer to the manufacture's guidelines for maximum number in series.
  - The total amperage of connected strings shall be calculated to ensure they do not exceed the amperage value of the extension cord/power strip and circuit.

## FIRE EXTINGUISHERS

### REQUIRED TYPES

1. **ABC fire extinguishers**, with a minimum (2A-10BC) rating, are required for:
  - Large tents, stages, or displays using electrical power or a portable generator.
  - Areas with approved LP-Gas heaters.
  - Cooking Booths and Mobile Food Preparation Vehicles.
2. **Class K (wet chemical) extinguishers** are required in addition to an ABC fire extinguisher, for:
  - Cooking equipment utilizing vegetable or animal fats and oils.
  - Solid fuel cooking equipment.

### REQUIREMENTS

- Shall be visibly located at all times during the event.
- Shall have a current annual service tag issued within 365 days.
  - or receipt of purchase within 365 days.
- Travel distance to any fire extinguisher shall not exceed 10 feet.

## COOKING BOOTHS

1. No cooking shall be permitted beneath a Temporary Tent or Canopy that has sidewalls or vertical drops.
2. Cooking Vendors that have a Temporary Tent or Canopy with sidewalls or vertical drops must conduct cooking activities no closer than 3 feet from the tent or canopy, which will require a working area that is larger than 10 ft. x 10 ft.
3. All fabrics or membranes covering cooking booths shall be certified flame-retardant or treated with a fire-retardant paint or spray.

## MOBILE FOOD PREPARATION VEHICLES

1. Mobile Food Preparation Vehicles shall maintain no less than 10 feet clearance from any of the following:
  - Other food preparation vehicles or booths.
  - Permanent buildings or temporary structure.
  - Combustible material or vegetation.
2. Mobile Food Preparation Vehicles shall maintain no less than 15 feet clearance from a fire hydrant.
3. Mobile Food Preparation Vehicle operators that have been licensed to operate within a jurisdiction that is outside of the City of Pueblo should have their vehicle inspected by their local fire department or similar authority prior to attending any Special Event within the Pueblo city limits.
4. Regardless of prior inspection, All Mobile Food Preparation Vehicles shall be held to the standards of this document.

## COOKING FUELS

All cooking equipment shall be approved for use by the Fire Code Official.

### 1. LPG (Propane)

- One cylinder per cooking appliance plus one additional storage cylinder (per cylinder size), permitted for each cooking vendor. [Not to exceed a maximum limit of 200 lbs.]
- Safety valves on LPG cylinders shall be pointed away from tent/canopies/structures.
- Cooking appliances, piping, hoses, connections, and valves must be in good repair.
- LPG cylinders that cannot be anchored beneath the cooking appliance, shall be located outside of cooking booths and no less than 1 foot from the exterior of the structure.
- LPG cylinders shall be located remotely from all exits for each vendor as well as adjacent vendors.
- LPG tanks shall be uniformly and remotely located amongst each cooking vendor.
- No smoking signs shall be visibly posted within 10 feet of the cylinders.
- Cylinders shall be protected and securely fastened to a suitable object to prevent tampering and/or tipping. [Securing to popup tent legs is not allowed.]

### 2. OILS/ANIMAL FATS

- Deep Fat Frying may be conducted beneath a temporary canopy with no sidewalls if ALL of the following conditions apply:
  - Cooking area is not accessible to the public.
  - Frying equipment shall be equipped with a temperature-regulating device.
  - Frying equipment shall be equipped with a metal lid.
  - 24 inches (minimum) horizontal clearance shall be maintained between Frying equipment and other cooking equipment or combustible material.
  - 42 inches (minimum) vertical clearance shall be maintained above Frying equipment and canopy or other combustible material.

### 3. SOLID FUELS

- All cooking utilizing solid fuels must be done under open air and not located under any canopy, tent or similar membrane structure.
- A metal receptacle with a secure lid shall be provided for the sole purposes of collecting hot ashes, smoldering coals, cinders, etc.
- This receptacle shall not be used for general trash/rubbish.

## VENTILATION SYSTEMS

- Enclosed Mobile Food Preparation Vehicles are required to be equipped with a working ventilation system.
  - System must be in operation any time cooking equipment is being used.

## AUTOMATIC EXTINGUISHING SYSTEMS

- An automatic fire extinguishing system is required in Mobile Food Preparation Vehicles with either:
  - Menus and cooking equipment utilizing vegetable or animal fats and oils.
  - Menus and cooking equipment that produce grease laden vapors.