



ARCATA FIRE PROTECTION DISTRICT

631 NINTH STREET, ARCATA, CA 95521-6204
(707) 825-2000 Fax: (707) 822-7951

Dear Vendors,

The Arcata Fire District has instituted an inspection fee program that applies to the most common inspections we conduct including, food booths, firework storage and sales booths, sprinkler installations and commercial cooking hood installations. In many cases we must return multiple times to complete the inspection because the vendor is not prepared for the inspection.

In order to recover the cost of the time lost due to the multiple inspections, we will be charging a flat rate of \$89.55 per hour with a minimum charge of one hour (\$89.55) for re-inspections. **The fee will not apply to the first booth inspection.**

FOOD BOOTH/STREET VENDOR REQUIREMENTS

- Each booth using open flame devices (barbecues, gas burners, steam trays, etc.) is required to have a fire extinguisher meeting the following requirements:
 - Minimum 5-pound ABC Dry Chemical
 - Current State Fire Marshal Inspection Tag, or
 - Attached receipt indicating that the extinguisher has been purchased within the last 12 months
- Booths cannot block the access to buildings
- Booths cannot be within 10 feet of fire hydrants or obstruct hydrants
- Booths and display racks cannot extend into the fire lane
- Open flame devices/appliances must be inspected and approved by the Fire District
- LP gas containers must be attached to prevent tipping over
- No combustible materials are allowed within 2 feet of open flame devices

This fee will not apply to booths that are prepared and pass the initial inspection.

Booths must be ready for inspection by 9:00 a.m. If the vendor is not prepared and a re-inspection is required, payment in the form of check (made out to AFD) or cash will be required before the re-inspection is conducted. Failure to pay for the re-inspection will result in the booth not receiving final approval and the event organizer being notified. Any booth operating without an inspection is in violation of CA Fire Code section 105.1.1.

Our goal is to minimize the inconvenience to everyone involved in these events. By having your booth ready for the first inspection, the process will be fast and cost-free. Please remember that the **fee will only be charged for re-inspections.** If you have met all the requirements on the **first inspection, there is no charge.**

Thank you,

Desmond Cowan
Fire Marshal

DO NOT COMPLETE THIS FORM!

ARCATA FIRE PROTECTION DISTRICT
631 NINTH STREET, ARCATA, CA 95521-6204
707/825-2000 FAX: 707/822-7951

STREET BOOTH INSPECTION FORM

EVENT: _____

DATE (S) : _____

- Booth with open flame device/appliance will have one 5-pound ABC Dry Chemical Fire Extinguisher with current State Fire Marshal Tag.
- Access to buildings shall not be blocked for any reason.
- No obstruction within ten (10) feet of a hydrant.
- All streets must be sufficiently clear to allow emergency vehicles access. Emergency lanes shall not be blocked.
- Any open flame device/appliance shall be inspected and approved by the Fire Department.
- L-P containers shall be attached to solid object, so they cannot tip over. (Propane/gas containers)
- There shall be no combustible material covering within two (2) feet of an open flame.

*****If you have any questions, please call Arcata Fire District at 825-2000*****

NAME OF BOOTH	
Signature of Person in Charge	Printed Name
Signature of Inspector	Title

APPROVED

NOT APPROVED

Any other act, installation or use of anything which, in the opinion of the fire officer, creates a fire hazard shall be abated.

PROVIDED FOR USE AS CHECKLIST ONLY!