



## Bellevue Family 4th

[www.bellevuewa.gov](http://www.bellevuewa.gov)

### 2022 Food Vendor Application & Information Packet

**Application Deadline: May 25, 2022**

The Bellevue Family 4<sup>th</sup> Celebration is a free public event, attracting more than 60,000 visitors to the Bellevue Downtown Park. The event features live music, family entertainment, children's areas, and food vendors. The event concludes with the Eastside's largest fireworks display synchronized to music performed by the Bellevue Youth Symphony Orchestra.

The City is soliciting food truck vendors, popcorn/snack food vendors, hot dog vendors, and corn on the cob vendors only for this year's Bellevue Family 4<sup>th</sup> event. There is no food court this year due to event site layout changes. Food vendors will be located on the park promenade. the Bellevue Downtown Park. All selected food vendors will receive a confirmation packet with load in instructions by **June 2nd**. The City does however, reserve the right to make in-the-field decisions to adjust placement of vendors for any reason.

#### NEW THIS YEAR:

- All Food Vendors are required to obtain EITHER:
  - A [Regional Fire Marshal Mobile Food Operating Permit](#) before the day of the event
  - OR a permit obtained from the City of Bellevue Fire Dept. for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG systems. The fee for this permit is \$184 and is to be paid to the fire dept. See page 6.
- Electricity will not be provided for Food Trucks. Cart/Tent vendors in Family Fun Zone area will receive includes 2-20-amp, 120 volt circuit power)
- All generators must be whisper generators with a sound buffer. Loud generators are not permitted.
- Police will provide a security sweep throughout the event site, including vendor areas. Police will provide wheel lock devices to trucks to prevent vehicles from moving once parked. Police or City staff will remove these locks once police have approved load out.
- All vendors must comply with [King County Public Health COVID guidelines](#). Refer to the KCPH website for information

**It is important that the information you submit on this application is complete and accurate. This includes correct business name, mailing address, contact information, UBI number, certificate of insurance, Fire Dept. issued mobile food operating permits, menu items and prices. Your confirmation packet with load in instructions will be mailed to you, not e-mailed. Make sure to provide an accurate mailing address.**

**Day of event:** Monday, July 4, 2022

**Event Hours:** 5-10:30pm (Fireworks launch at 10:05pm)

**Food Service Operating Hours:** 4-9:50pm – peak selling time starts around 7pm (at 9:50pm, all lights out for fireworks display)



## Bellevue Parks & Community Services

**Estimated Load-in time:** 12pm - 3pm

**Estimated Load out time:** 11:30pm (estimated: police will approve load out time.)

### Contact Information

Bellevue Parks & Community Services, Northwest Arts Center

PO Box 90012, Bellevue WA, 98009-9012

Phone: 425-452-4106

Fax: 425-452-2051

Email: [nwac@bellevuewa.gov](mailto:nwac@bellevuewa.gov)

### Space Size & Fees

10 x 10	\$400	Cart/ Tent Vendors (includes 2-20-amp, 120 volt circuit power)
10 x 30 max	\$800	Food Trucks Only (no electricity provided) whisper generators required

### Payment

Payment due with application. If not selected, a refund will be issued.

Please make check payable to the City of Bellevue and send to

City of Bellevue, Northwest Arts Center

ATTN: Bellevue Family 4<sup>th</sup>

PO Box 90012, Bellevue, WA 98009

You may also pay by credit card over the phone, 425 452-4106.

### Application Process

- Review the content of this package and be aware that there are additional requirements and rules from King County Public Health and the Bellevue Fire Dept, for operating a business in Bellevue. The City of Bellevue also requires a Certificate of Insurance.
- Complete the enclosed application and send with payment before April 15, 2022. The information you submit on your application must be accurate including the name of your business, UBI #, contact name, number, menu items, and electrical appliances. Incomplete information may disqualify you from participating. New vendors must submit a photo that shows how you plan to set up your booth.

### Selection Process

- We try to have a variety of foods represented; however some popular food items will be duplicated. Selection criteria includes past experience, food quality, booth appearance, and available space. There is no guarantee that participants from the previous year will be accepted. The location of a food booth is determined by booth size, power needs, menu items, set-up time, and overall food court layout.
- Bellevue-based businesses will receive first consideration.

### Notification of Application Status

- All applicants will be notified of acceptance by May 27, 2022.
- Accepted applicants will receive a Confirmation Packet with information about the event



- including a designated set-up time, booth #, parking pass, and other pertinent details.
- Booth fee refunds will be processed on the week of May 30th, if you are not selected.

## Participation Requirements

All vendors must comply with the following requirements. Vendors are subject to inspection on the day of the event by City of Bellevue Police, Fire, City Staff, and King County Public Health.

- **Bellevue Police**

Police will provide a security sweep throughout the event site, including vendor areas. Police will provide wheel lock devices to trucks to prevent vehicles from moving once parked. Police or City staff will remove these locks once police have approved load out

- **City of Bellevue Business License**

The City of Bellevue is participating in a joint business licensing program with the Department of Licensing at the State of Washington. City and State business license application forms have been combined into a single application. The City of Bellevue website provides information on how to obtain a Uniform Business Identifier (UBI), Bellevue Business license, or how to obtain a Registration number.

The City of Bellevue website is [www.bellevuewa.gov](http://www.bellevuewa.gov). Alternately to obtain a UBI, call 1-800-647-7706 or [www.dol.wa.gov](http://www.dol.wa.gov). Applications will not be accepted without a UBI.

- **Liability Insurance - *Insurance Certificate Due June 3, 2022***

Vendors are required to obtain a Certificate of Insurance with \$1,000,000 Commercial General Liability coverage minimum naming the City of Bellevue as an additional insured.

**Your Insurance Certificate must have the following language:**

**Under “Insured”:** must include your registered business name which also appears on your application.

**Under “Description of Operation”:** Bellevue Family 4<sup>th</sup> at the Bellevue Downtown Park. City of Bellevue, its officers, employees, agents, volunteers are named as additional insured as pertains to work and services performed by the named insured only.

**Under “Certificate Holder”:** Bellevue Family 4<sup>th</sup>, City of Bellevue, PO Box 90012, Bellevue WA 98009-9012.

- **Covid Waiver**

All vendors will be required to sign a City of Bellevue Covid Liability Waiver. (One per vendor/truck). This waiver is included in the vendor application packet and needs to be submitted with your application.

- **King County Public Health**

All food vendors must obtain a [Temporary Food Permit through Seattle/King County Department of Public Health](#). Application must be received by King County at least 14 days



before the event. Food vendors are responsible for complying with all King County Public Health requirements. King County administers their application process and fees. Please contact King County for fee information, questions, and deadline dates.

King County Public Health  
Environmental Health Service, Food Protection  
Program  
401-5<sup>th</sup> Avenue, Suite 1100, Seattle, WA 98104

Phone: 206-296-4632  
Fax: 206-296-0189  
[www.metrokc.gov](http://www.metrokc.gov)

- **City of Bellevue Fire Department**

Vendors must comply with Bellevue Fire Dept. conditions and applicable provisions of the International Fire Code. See page 6 for details. For questions, please contact the [Fire Marshal's Office](#), Fire Plan Review Staff at (425) 452-6872 option 4.

- Regional Fire Marshal Mobile Food Operating Permit
- Tent/Canopy Handout F-41
- Mobile Food Vending Handout F-68

## Food Vendor Guidelines

### Bellevue Family 4<sup>th</sup> 2022

#### Booth Appearance & Cleanliness

- Food Trucks and Vendors are located outside, on the property of the Bellevue Downtown Park.
- Hot and cold-water sinks and dumpster are located behind the southwest restroom building. An additional small dumpster will be located by Family Fun Zone by east entry to the park.
- Vendors must supply appropriate supplies: fire extinguisher, hot water hand washing station, etc. Vendors must meet all codes, permits, and guidelines identified in this package and KC Public Health.
- Each vendor must be set-up within the designated space provided. **Additional material, banners, supplies and signs may not exceed the designated vendor space or more than 15 feet.**
- **Additional appliances that are not indicated on your application may not be used at the event.**
- Vendors should be ready to sell by 4pm.
- Vendors must be prepared for outdoor weather conditions including wind, rain, and excessive heat.
- Whisper generators are required and a screen to buffer sound must be provided.
- Police will provide a security sweep throughout the event site, including vendor areas. Police



will provide wheel lock devices to trucks to prevent vehicles from moving once parked. Police or City staff will remove these locks once police have approved load out. Vendors are responsible for keeping their booth area clean and free of debris. Recycling is available for aluminum cans, plastic bottles, newsprint, and flattened cardboard. Glass containers are prohibited.

- No stakes may be used in any park or grass area. No items, signs, banners, or booth anchor lines are to be attached to trees or shrubs.
- Interior and exterior of Food Vendor vehicles must be clean and presentable at all times. A screen or other visual barrier must be provided to screen and secure storage area from public view.
- Amplified sound playing radios, etc. are not allowed.
- Timely garbage disposal is required. Garbage receptacles are provided for vendor use.
- Cardboard boxes must be crushed and placed in recycling bins.
- At the end of the event, all bags, boxes, and containers with garbage must be deposited in dumpsters, and the site completely free of debris before departure.
- No dumping of food waste products, i.e., water, grease, or ice on park grounds.
- Distribution or sale of any other items not listed and approved on your vendor application is prohibited. Examples include, but not limited to flyers, literature, balloons, coupons, food, toys, etc.

### **Electricity / Generators**

- Electrical services are not available for Food Trucks. Food Vendors must be self-contained and use a whisper generator and a screen to buffer sound. Cart/Tent vendors located in the east area of the park do receive access to limited power.

### **COVID**

- All vendors must comply with King County Public Health COVID guidelines. Refer to the [KC website](https://kingcounty.gov/depts/health/covid-19.aspx) for information. <https://kingcounty.gov/depts/health/covid-19.aspx>

### **Food Sinks**

- Utility sinks with hot and cold water are available for vendor use. They are located behind the permanent restroom building in the southwest corner of the park by the playground.

### **Lights Out**

- All vendors must shut down any portable lights no later than 9:50pm. Fireworks begin promptly at **10:05pm**.

### **Parking**

- One standard-size parking space is provided for each vendor.
- If you leave your parking spot during the event, you may not be able to return to your spot.
- Free parking is available at Bellevue Square after 6pm.
- You will receive your official Parking Pass, map, directions, and load-in time in the



Confirmation Packet.

## Fire Department Requirements and Operating Permit

### **Mobile Food Preparation Vehicles Requirements** (SEPARATE PERMIT REQUIRED SEE ATTACHED REQUIRED)

Event Vendors are responsible for the safe operation of their booth, display, or attraction. Vendors shall coordinate the event set-up and take-down with the Event Sponsor/Permit Holder to ensure compliance with all the following applicable fire and life safety codes, standards, regulations, and other requirements.

1. The Fire Marshal is authorized to conduct fire and life safety inspections as deemed necessary to determine the extent of compliance with the provisions of the Fire Code.
2. Shall not obstruct fire lanes, fire apparatus access roads, emergency corridors, fire department connections, and building egress clear and unobstructed
3. Shall not obstruct designated emergency vehicle parking and access
4. Correct any violations prior to opening for business for the special event
5. Maintain all fire and life safety requirements for the duration of the special event
6. Mobile Food Vendors – Shall review and adhere to the City of Bellevue Fire Department Public Information Handout F-68 and the requirements for Mobile Food Vending.
  - a. Portable fire extinguishers are required for all mobile food vendor operations.
  - b. All portable fire extinguishers shall be maintained and inspected on an annual basis and the pressure gauge reading or indicator shall be in the operable range or position. A current service tag shall be affixed to the fire extinguisher. A fire extinguisher (having a minimum size of 2A-10BC classification) will be required in addition to any Class “K” portable fire extinguisher.
  - c. If deep fat fryers are used operators shall have and maintain a Class “K” portable fire extinguisher.
  - d. All mobile food vendors with any commercial cooking equipment producing grease laden vapors shall be equipped a Type I hood. All hood and duct fire extinguishing systems shall be inspected by a certified fire protection company within the past 6 months and have a service tag affixed to the fire protection system.
  - e. Propane (LPG) cylinders and 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.
  - f. All applicable DOT regulations shall be followed.
  - g. Compressed gas cylinders are required to be requalified, or replaced every 5-12 years depending on the cylinder type, condition, and previous qualification method
  - h. LP-gas shall not be used for the purpose of operating devices or equipment unless such device or equipment is approved for use with LP-gas
  - i. Safety devices on LP-gas containers, equipment and systems shall not be tampered with or made ineffective. All LP-gas supply hoses shall be inspected by the operator for tight-fitting connections.
  - j. Portable generators and other internal combustion power sources shall not be located within 20 feet of mobile food vending while in operation and shall be isolated from contact with the public by fencing, enclosure, or other approved means. Exception: Portable generators not exceeding 6,500 watts when located in an area not readily accessible to the public
  - k. Portable generators and other combustion power sources shall not be refueled while the generator or other internal combustion power source is operating.

### **Fire Contact Information City of Bellevue Fire Department Fire Marshal’s Office**

450 110th Avenue NE Bellevue, WA 98004 Phone: (425) 452-6872, option 4 Email:

[Fire\\_Prevention@bellevuewa.gov](mailto:Fire_Prevention@bellevuewa.gov)



## City of Bellevue Parks Food Vendor Application

**Bellevue Family 4<sup>th</sup> Food Vendor – Deadline: May 25, 2022**

*You are required to provide accurate and complete information. Please print clearly.*

*The Business Name you provide will be used on all publicity material and signage.*

*Business Name you provide must match the Business Name provided on Certificate of Insurance.*

**Registered Business**

**Name:** \_\_\_\_\_

**Bellevue Business**

**Number:** \_\_\_\_\_

**UBI (required):** \_\_\_\_\_

**Fire Operating**

**Permit Number** \_\_\_\_\_

**First & Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **circle one:** Home Work

**Secondary Phone:** \_\_\_\_\_ **circle one:** Cell Home

**Size:**      **Food Truck**      **10 X 25 Max**      **\$800**      \_\_\_\_\_  
                 **Popcorn/Snack Food or Hot dog vendor 10 X 10 Space**      **\$400**      \_\_\_\_\_

Please make check payable to the City of Bellevue and send to

**City of Bellevue, Northwest Arts Center**

ATTN: Bellevue Family 4<sup>th</sup>

PO Box 90012, Bellevue, WA 98009

You may also pay by credit card over the phone, 425 452-4106.

**Indicate the amount of time it takes you to set up your truck:** \_\_\_\_\_

**Type of Cuisine:** \_\_\_\_\_

**Describe the type of food products you plan to sell in 20 words or less**

(This may be used to describe your booth in the Bellevue Family 4<sup>th</sup> promotional materials should you be accepted): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



### List menu items and prices

*Any product that differs in quality or is inconsistent from the information provided below, may be eliminated at the event. Bellevue 4<sup>th</sup> of July staff and/or King County Public Health reserve the right to refuse any product that may deem inappropriate, or that was not disclosed and approved as a menu item on this list.*

1.	\$	6.	\$
2.	\$	7.	\$
3.	\$	8.	\$
4.	\$	9.	\$
5.	\$	10.	\$

### WAIVER OF LIABILITY/RELEASE. CAUTION. PLEASE READ CAREFULLY.

To the extent provided by law, in consideration of myself and/or my child(ren) being allowed to use City of Bellevue Parks & Community Services facilities and/or participate in City-sponsored activities, I assume all risks, including risk of injury or death, associated with my or my child(ren)'s use of said facilities and/or participation in said activities. I further agree on behalf of myself, my heirs, executors, assigns, and personal representatives, to waive and release any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents for any injuries suffered by me or my child(ren) in connection with the use of City facilities or participation in City-sponsored activities. I acknowledge that I have carefully read this Waiver of Liability and fully understand that I am waiving any right that I may have to bring a legal action to assert a claim against the City of Bellevue for negligence, AND

**PHOTO/VIDEO RELEASE.** I give my permission to have photos and/or video recordings taken of me or my child(ren) for publicity purposes during City of Bellevue activities, even though we will not receive compensation of any kind for appearing in such photos or video recordings. I have read, understood, and voluntarily accepted the conditions of the Waiver of Liability/Release and the Photo Release printed above.

I have read and understand the information presented in the 2022 Food Vendor Application and Information Package.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature





## Timeline

### Bellevue Family 4<sup>th</sup> Food Vendors – 2022

<b>May 25</b>	<b>Application and payment due</b>
<b>May 27</b>	<b>Selection process complete</b>
<b>June 2</b>	<b>Notifications mailed with parking and load-in information</b>
<b>May 30- June 3</b>	<b>100% of payment returned to vendors not selected</b>
<b>June 3</b>	<b>Health permit and Certificate of Insurance due</b>
<b>July 4</b>	<b>Day of Event – Monday</b>
<b>12-3pm</b>	<b>Follow load in instructions provided in Confirmation Packet.</b>
<b>3pm</b>	<b>KC Public Health, Bellevue Fire and Police inspection period</b>
<b>4pm</b>	<b>Vending begins</b>
<b>5pm</b>	<b>Event begins</b>
<b>9:50pm</b>	<b>Vending closes and all lights must be turned off for fireworks</b>
<b>10:05pm</b>	<b>Fireworks</b>
<b>11:30pm</b>	<b>Estimated Food Vendor departure time (Police provide approval)</b>

### Contact Information and Mailing Address

Bellevue Parks & Community Services, Northwest Arts Center  
PO Box 90012, Bellevue WA, 98009-9012  
Phone: 425-452-4106  
Fax: 425-452-2051  
Email: [nwac@bellevuewa.gov](mailto:nwac@bellevuewa.gov)

**ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING  
TO COVID-19  
PLEASE READ CAREFULLY**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is very contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. The City of Bellevue has put in place preventative measures to reduce the spread of COVID-19; however, the City cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, using City facilities and/or participating in City programs and activities could increase you and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and **VOLUNTARILY ASSUME THE RISK THAT I OR MY CHILD(REN) MAY BE EXPOSED TO OR INFECTED BY COVID-19** by using the City facility and/or participating in the City programs or activities identified herein **AND THAT SUCH EXPOSURE OR INFECTION MAY RESULT IN PERSONAL INJURY, ILLNESS, PERMANENT DISABILITY, AND DEATH.** I understand that the risk of becoming exposed to or infected by COVID-19 at the facility or in the programs or activities identified herein may result from the actions, omissions, or negligence of myself and others, including, but not limited to, City employees, volunteers, and customers and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my child(ren) (including but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, or my child(ren) may experience or incur in connection with my or my child(ren)'s attendance at the facility or participation in the program or activities. I further agree on behalf of myself, my heirs, executors, assigns, and personal representatives, to **WAIVE AND RELEASE** any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents for any injuries suffered by me or my child(ren) in connection with the use of City facility or participation in the City programs and activities identified herein. I understand that this release includes any claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the City program or activity.

**IN ADDITION, I AGREE TO COMPLY WITH ALL COVID-19 SAFETY POLICIES AND PROCEDURES OF THE FACILITY OR PROGRAM/ACTIVITY IDENTIFIED HEREIN.**

City facility or program/activity: Bellevue Family 4<sup>th</sup> 2022

**By signing below, I indicate that I accept the conditions printed above:**

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Customer or Customer's Parent/Guardian Signature

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Date

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Printed Customer Name

# Regional Fire Marshals

## Mobile Food Preparation Vehicle Inspection Checklist

This document is a regional fire inspection checklist for mobile food preparation vehicles with the intent of providing a standardized inspection that multiple fire jurisdictions recognize. This program does not omit local jurisdiction requirements and their permitting processes. All mobile food preparation vehicle operators are required to contact each jurisdiction prior to operating within that jurisdiction.

Name of Mobile Food Vehicle: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

L&I Number (VEN): \_\_\_\_\_ License Plate#: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Fire Agency: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Summary of Inspection - Regional
<input type="checkbox"/> Approved – No Violations
<input type="checkbox"/> Approved to operate – violations noted below must be corrected
<input type="checkbox"/> Not approved to operate

### Regional Inspection Checklist

#### Documentation

	PASS	FAIL	N/A
1. Washington State L&I Approval Sticker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Cooking System Type-1 Hood *(If produces grease laden vapors)*

	PASS	FAIL	N/A
1. Cooking suppression system is UL300 listed, serviced, and cleaned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Date of last service: \_\_\_\_\_  
(Semiannually)

- Date of last cleaning: \_\_\_\_\_

2. Manual Pull Station accessible and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### Cooking Oil Storage

	PASS	FAIL	N/A
1. Aggregate volume less than 120 gallons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Storage tanks stored in such a way as to not be toppled or damaged during transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### LP-Gas Systems

	PASS	FAIL	N/A
1. LP tanks located on the outside of the vehicle or in a vapor tight cabinet vented to the outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. LP tanks located on back of vehicle are provided with adequate impact protection provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maximum LP tank size less than 200 pounds. (4.23 lb = 1 gal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Number of tanks: _____			
• Size of tanks: _____			
• Date last inspected: _____ <i>(Annually)</i>			
• Date of last hydro: _____			
4. LP tanks securely mounted and piping protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. LP gas alarm installed, operational and tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Last test date: _____			
6. LP shut off valves installed and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. LP tanks used or stored outside of the vehicle shall be secured with a non-combustible strap or chain in an upright position and protected from impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### CNG Systems

	PASS	FAIL	N/A
1. All CNG containers are NGV-2 cylinders with a maximum size less than 1300 pounds. (1 ft <sup>3</sup> = 8 lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Number of tanks: _____			
• Size of tanks: _____			
• Tank expiration date(s): _____			
• Date last inspected: _____ <i>(Every 3 years)</i>			
• Date of last hydro: _____			
2. Tanks securely mounted and piping protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Methane gas alarm installed, operational and tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Last tested date: _____			

### Portable Fire Extinguishers

	PASS	FAIL	N/A
1. Class K Extinguisher installed along egress path <i>(If using deep fat fryer or solid fuels)</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Date last Serviced _____ <i>(Annually)</i>			
2. Fire protection system use placard installed near Class K Extinguisher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <p>3. 2A:10B:C portable extinguisher shall be provided along egress path. If LP-gas is used the portable extinguisher shall be a 2A:40B:C.</p> <ul style="list-style-type: none"> <li>Date last serviced<br/>(Annually) _____</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

### Electrical

- |   | PASS                     | FAIL                     | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Extension cords protected from damage.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. No open electrical junction boxes or wiring. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Generators

- |  | PASS                     | FAIL                     | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. Generators located a minimum of 10 feet from combustibles.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Refueling of internal combustion engines shall not be allowed during cooking operations and only when the electric generators and internal combustion power sources are not in use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Keep Required Documentation in Your Food Truck

Please ensure you keep a copy of the following documents in your truck. You may be asked to produce these at any time by a fire department inspector.

- Your fire inspection report (this form or other documentation provided to you by the fire agency that completed your inspection).
- A copy of the inspection, test, and/or cleaning reports for your commercial range hood, fire suppression system and extinguishers, completed by the contractor you use.
- A copy of any permit(s) issued by a local fire department for your food truck.

## ***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

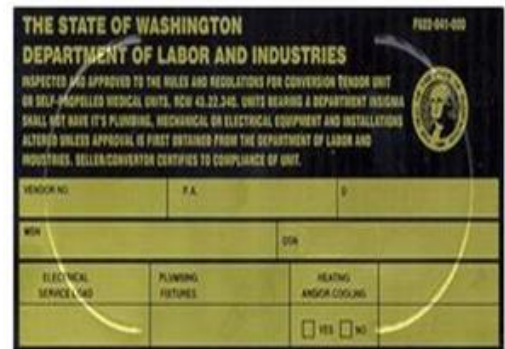
- 17A – Wet chemical extinguishing systems
- 58 – Liquid petroleum gas code
- 96 - Ventilation control and fire protection of commercial cooking operations

Additionally, the manufactureres recommendations for the installation, use and maintenance of their products should always be followed.

## **Documentation**

Washington State L&I insignia or approval on vehicle or appliance

Obtain Labor and Industries inspection and seal (black label affixed to the outside of the vehicle) prior to final inspection with the local health district. All occupied vehicles (commercial coaches, trucks, trailers) must obtain approval from the Washington State Department of Labor and Industries. Labor and Industries regulations govern the safety of design and the installation of plumbing, heating, and electrical equipment. Contact the Labor and Industries Plans Examiner at 360.902.5222 for more information.



## **Cooking System Type-1 Hood**

***(If produces grease laden vapors)***

**Type-1 Hood inspection shall include but is not limited to verifying the following:**

- The 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 UL 1046.
- 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 48 to 42 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.

TYPE OF COOKING OPERATIONS	FREQUENCY OF INSPECTION & CLEANING
High-volume cooking operations such as 24-hour cooking, charbroiling or wok cooking.	3 months
Low-volume cooking operations such as places of religious worship, seasonal businesses and senior centers.	12 months
Cooking operations utilizing solid fuel-burning cooking appliances.	1 month
All other cooking operations.	6 months
Cleaning	Required when dirty or based on local requirements

## **Cooking Appliances**

**Deep-fat fryers** – installed with at least a 16-in 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)**

**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 of 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 installed 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 container(s), and shall include the following items:



**CAUTION**

- (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 in. long × 3.27 in. high
- Marking in the label shall consist of a border and the letters "CNG" 1 in. 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 PASS helpful – Pull out the pin, Aim at the base, Squeeze, and make a back and forth Sweeping motion.
- **Clean up grease.** Cleaning exhaust hoods is especially important since grease build-up can restrict air flow. Be sure to also clean walls and work surfaces; ranges, fryers, broilers, grills, and convection ovens; vent 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 ovens at least daily.
- **Store flammable liquids properly.** Keep them in their original containers or puncture-resistant, tightly sealed containers. Store in well ventilated areas 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.

# ATTENTION.

## Are you aware that your compressed gas cylinders must be inspected?

Cylinders are required to be requalified, or replaced every 5-12 years depending on the cylinder type, condition, and previous requalification method (Ref. 49 CFR §§ 180.205(d) and 180.209).

The original manufacture/test date and any requalification/retest dates must be presented in a specific manner. Cylinders that are overdue for requalification must not be refilled.

If propane tanks are manufactured to ASTM Standards and built into the truck's body making it difficult to remove, then these tanks are exempt from the DOT reinspection requirements.

For more information, contact the Hazmat Info-Center: 1-800-467-4922.



RIN number identifying retester/requalifier

7 A1 14  
32

Month last requalified Year last requalified

### Requalification Date



### Original Manufacture/ Test Date

If no requalification markings are found, the cylinder must be requalified within 12 years of the original manufacture date. (Must be requalified by 5/2017 in this example)



### Volumetric Test.

Basic Marking. Must be requalified within 12 years of stamped date (Must be requalified by 7/2026 in this example)

### Proof Pressure Test.

"S" indicates cylinder must be requalified within 7 years of stamped date (Must be requalified by 7/2021 in this example)

### External Visual Test.

"E" indicates cylinder must be requalified within 5 years of stamped date (Must be requalified by 7/2019 in this example)



U.S. Department  
of Transportation  
Pipeline and  
Hazardous Materials  
Safety Administration

If cylinder is out of test find an approved requalifier to requalify your cylinder. A list of DOT approved requalifiers is available from the PHMSA website:  
<https://portal.phmsa.dot.gov/rinlocator>

1. Mobile food trucks are **NOW REQUIRED** to hold a valid Fire Department mobile food preparation vehicle operational permit prior to operating within our jurisdiction. Any mobile food trucks without a valid permit shall NOT participate in the scheduled special event. Failure to comply may result in monetary penalties and/or immediately cease and desist operations (*BCC 23.11.105.6.30, IFC Sections 105.6.30, 319, NFPA 52, and NFPA 58*).
  - a. A valid Fire Department operational permit issued by any King County Fire Agency shall be recognized, provided that the vehicle and appliances are maintained in accordance with conditions of the permit (*BCC 23.11.105.6.30 and IFC Section 105.6.30*).
  - b. An additional Fire Department operational permit is also required for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG systems (*BCC 23.11.105.6.30 and IFC Section 105.6.30*).
  - c. Compressed gas cylinders are required to be requalified or replaced every 5-12 years depending on the cylinder type, condition, and previous qualification method (*IFC Section 319.10.3, Code of Federal Regulations 49 CFR §§ 180.205(d), 180.209, and Public Information Handout F-68*).
  - d. Review for compliance with the attached City of Bellevue Fire Department Public Information Handout F-68.
  - e. Review for compliance with the attached Regional Fire Marshals Mobile Food Preparation Vehicle Inspection Checklist.
  - f. To apply for a Fire Department operational permit, please go to the City of Bellevue Fire Department Website and follow the directions:  
<https://bellevuewa.gov/city-government/departments/fire/fire-prevention/fire-permits/operational-fire-permits>

## Fire Permits

Plans Submittal Requirements

➤ **Operational Permit Webforms**

Hazardous Materials Inventory Statement

High-Piled Combustible Storage Worksheet

Temporary Use Permits

## Operational Fire Permits

Work or activity requiring a permit shall not commence until such work or activity has been inspected and/or authorized with a valid permit. Violation of this condition may result in additional permit or inspection fees.

The application is in effect until revoked.

For **Compressed Gases, Flammable/Combustible Liquids, and Hazardous Materials** forms, please either attached PDF Statement at the end of the form or fill out the [Hazardous Materials Inventory Statement](#).

For **High Piled Combustible Storage** form, please either attached PDF Statement at the end of the form or fill out the [High-Piled Combustible Storage Worksheet](#).

- **Permits**
- Contact Information
- Food Truck Permit Application
- Permit Conditions
- Complete



- Select -  
Assembly  
Candles and Open Flame Devices  
Carbon Dioxide (CO2) Systems Used in Beverage Dispensing  
Compressed Gases  
Dry Cleaning Plant  
Flammable/Combustible Liquids  
**Food Truck Permit Application**  
Hazardous Materials  
High Piled Combustible Storage  
Hot Works Operations  
Liquefied Petroleum Gases  
Motor Fuel Dispensing and Automobile Repair  
Positive Alarm Sequencing  
Spray Finishing  
All Other Operational Permits

- Select -

[Next Page >](#)

## Mobile Food Vending



Mobile food vendors have all of the potential ingredients for a fire that can flame out of control causing serious damage, injury and even death: Open flames, hot equipment, electrical connections, cooking oils, cleaning chemicals, propane, engine oil and paper products.

A fire can be devastating, but there are fire safety basics you can take to prevent fires and minimize the damage.

### Location:

**Do not obstruct.** Do not place mobile food vending vehicles, trucks, trailers, carts or the like in a manner that obstructs or interferes with fire lanes, fire department connections, fire hydrants or egress from any building.

### Fire Safety Basics: Fire Prevention

- **Automatic fire-suppression system in the truck.** These systems automatically dispense chemicals to suppress the flames and also have a manual switch. Activating the system automatically shuts down the fuel or electric supply to nearby cooking equipment. Your fire-suppression system must be professionally inspected semiannually.
- **Keep portable fire extinguishers as a backup.** 2-A:10-B:C fire extinguishers are required to be present for all mobile food vendors. Where cooking utilizes deep fat fryers, a Class K fire extinguisher is also required.
- **Schedule regular maintenance on electrical equipment,** and watch for hazards like frayed cords or wiring, cracked or broken switch plates and combustible items near power sources.

- **LPG (Propane).** If you utilize propane, ensure that the vessels are secured to the food service platform that provides a reasonable expectation of security while parked or in transit. Ensure that the vessels are in compliance with DOT regulations (see last page).
- **Portable Generators.** Never refuel a generator while it is operating! Locate generators at least 20' away from your mobile food vending unless the generator is 6,500 watts or smaller and not readily accessible to the public.

### Train your food truck staff on these fire safety basics:

- **Find and use a fire extinguisher appropriately.** An acronym you may find helpful is PASS – pull out the pin, aim at the base, squeeze, and make a back and forth sweeping motion.
- **Clean up the grease.** Cleaning exhaust hoods 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 wood and charcoal-burning ovens at least once a day.
- **Store flammable liquids properly.** Keep them in their original containers or puncture-resistant, tightly sealed containers. Although a food truck kitchen is very small, you should attempt to store containers in well-ventilated areas away from combustible supplies, food, food-preparation areas or any source of flames.
- **Tidy up to avoid fire hazards.** Store paper products, linens, boxes and food away from heat and cooking sources. Properly dispose of soiled rags, trash, cardboard boxes and wooden pallets at least once a day.



- **Use chemical solutions properly.** Use chemicals in well-ventilated areas, and never mix chemicals unless directions call for mixing. Immediately clean up chemical spills.

## Prepare an Emergency Plan

If a fire breaks out in your food truck, your staff must take control of the situation and all employees must safely exit the vehicle and lead customers to a point safely away from the truck.

- **Be prepared to power down.** Train at least one worker per shift how to shut off propane and electrical power in case of emergency.

- **Have an evacuation plan.** Designate one staff member per shift to be evacuation manager. That person should be in charge of calling 911, determining when an evacuation is necessary and ensuring that everyone exits the food truck safely. Ensure your staff knows where all of the exits are.

**Offer emergency training.** Teach new employees about evacuation procedures and the usage of fire-safety equipment. Give veteran staff members a refresher course at least annually.

**For any questions regarding mobile food vending, please call 425-452-6872.**

# ATTENTION.

## Food Truck Operators

### Are you aware that your compressed gas cylinders must be inspected?

Cylinders are required to be requalified, or replaced every 5-12 years depending on the cylinder type, condition, and previous qualification method (Ref. 49 CFR §§ 180.205(d) and 180.209).

The original manufacture/test date and any requalification/retest dates must be presented in a specific manner. Cylinders that are overdue for requalification must not be refilled.

If propane tanks are manufactured to ASTM Standards and built into the truck's body making it difficult to remove, then these tanks are exempt from the DOT reinspection requirements.

For more information, contact the Hazmat Info-Center: 1-800-467-4922.

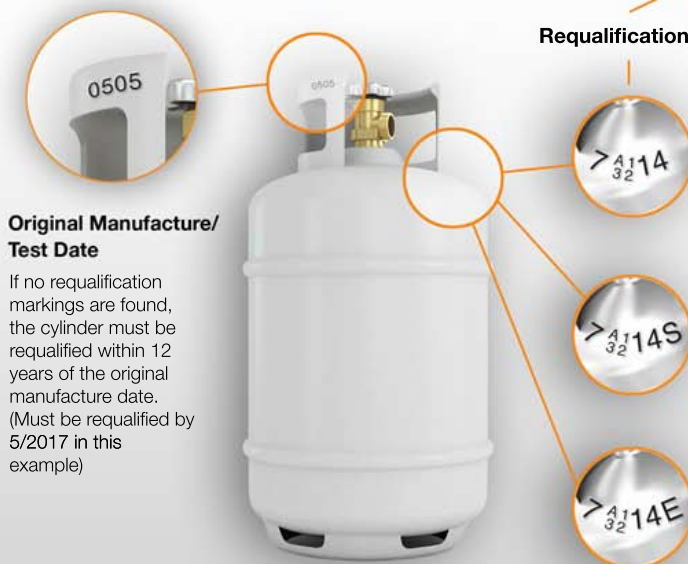


RIN number identifying retester/requalifier

7<sup>A1</sup><sub>32</sub> 14

Month last requalified Year last requalified

Requalification Date



#### Original Manufacture/Test Date

If no requalification markings are found, the cylinder must be requalified within 12 years of the original manufacture date. (Must be requalified by 5/2017 in this example)

#### Volumetric Test.

Basic Marking. Must be requalified within 12 years of stamped date (Must be requalified by 7/2026 in this example)

#### Proof Pressure Test.

"S" indicates cylinder must be requalified within 7 years of stamped date (Must be requalified by 7/2021 in this example)

#### External Visual Test.

"E" indicates cylinder must be requalified within 5 years of stamped date (Must be requalified by 7/2019 in this example)



In order to ensure a safe and enjoyable time for all at your event, the Bellevue Fire Department will require the following conditions for a temporary tent or membrane structure:

Compliance with all applicable provisions of the International Fire Code (IFC), is required. Depending on the size and type of the event, additional conditions not listed below may be required.

**Access** – Tents or membrane structures shall not be located in a fire lane. Access shall be maintained for all tents and membrane structures. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, membrane structures, parked vehicles, or combustion engines.

Exception: Separation distance between tents and membrane structures not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.

**Bracing** – Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

**Flame Resistance** – Tents or membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. (See NFPA 701 for performance criteria.) Tents or

membrane structures shall have a permanent affixed label bearing the identification of size and fabric or material type.

**Smoking** – Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be conspicuously posted.

**Exits** – Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of less than 8 feet. Exits shall be clearly marked with approved exit signs when the exit serves an occupant load of 50 or greater. The surface of means of egress shall be kept clear and maintained in an approved manner.

**Open Flames** – Open flame, candles 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 or membrane structures while open to the public unless approved by the fire code official.

**Cooking / Warming Devices** – Tents or membrane structures where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet.

Exception: Cooking or heating of food in tents without sidewalls or drops may be allowed at reduced separation distances when approved by the fire code official.

Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.

**Fire Protection** – A portable fire extinguisher having a minimum 2A:10:BC rating shall be provided at an interval of not less than 75 feet of travel distance. Each tent or membrane structure where cooking of food producing grease takes place shall also be equipped with a portable class “K” type fire extinguisher.

**Combustible Materials** – All combustible materials shall be kept away from exit travel and heat sources.

**Electrical Cords** – Extension cords shall be plugged directly into an approved receptacle and serve only one portable appliance. All cords shall be protected from physical damage and foot traffic. All spliced wires and open junction boxes are not permitted.

The rated electrical capacity of the appliance shall not exceed the rated capacity of the extension cord.

**Flammable Gases** – LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. Portable containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.

Exception: Portable containers not exceeding 5 gallons are not required to be separated provided they are secured to prevent displacement.

**Generators** – Generators shall not be located within tents or membrane structures. Refueling, shall not occur within 20' of tents or membrane structures. Fuel storage shall not be located closer than 50' from tents or membrane structures.

**Permit** – A Fire Department Operational Permit is required for individual tents with sidewalls and membrane structures having an area in excess of 400 square feet or when combination of tents exceed 700 square feet. There are some exceptions to the permit thresholds, please refer to the International Fire Code for further clarification.

**Inspection** – A Fire Department inspection is required prior to use of tent, or membrane structure before the event can begin. Contact the Bellevue Fire Prevention Division at 425-452-6872 for permit and inspection information.

