

City of Willowick, Lake County, Ohio
Planning Commission Agenda

April 11th, 2022

1. Call Meeting to Order - 7:30 P.M.
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Approval of Minutes: February 14th 2022- not completed, in process.
March 14th 2022 - completed
5. Development & Plan Review Committee - Mr. Rising
6. Rules Committee - Mr. Rising
7. City Engineer's Report - Mr. McLaughlin
8. Law Director's Report - Ms. Landgraf
9. Architectural Review Board - Mr. Heckman
10. Community Reinvestment Area - Mr. Carden
11. Public Portion
12. Remarks - Old Business
13. Remarks - New Business
 - Consideration to accept the application for a Special Events Permit for the 30th Annual Homecoming Festival for St. Mary Magdalene Church, located at 32114 Vine Street, from June 2nd, 2022 to June 8th, 2022.
 - Consideration to accept the application for a Special Events Permit for the 50th Year Anniversary Celebration for Giuseppe's Pizza Inc. located at 30441 Euclid Ave, from May 6th, 2022 to May 7th, 2022.
14. Adjournment

CITY OF WILLOWICK, LAKE COUNTY
MINUTES & PROCEDURES OF A
PLANNING COMMISSION MEETING

DATE: March 14, 2022
PLACE: City Hall
TIME: 7:30 p.m.

The meeting was called to order by Mr. Carden at 7:30 p.m. and opened with the Pledge of Allegiance.

PRESENT WERE: Carden, Rising, Hren, Houry, Mohorcic,
and Law Director Landgraf

ABESENT: Heckman and Foisel

ALSO PRESENT: David Phares and Mayor Regovich

Approval of Minutes

February 14th, 2022 meeting minutes are in process and not completed.

February 22nd, 2022 meeting minutes were approved. Motion by Mr. Mohorcic, second by Mr. Houry Vote: All ayes. Motion carried.

Development & Plan Review Committee - Mr. Rising
Mr. Rising had nothing to report tonight.

Rules Committee - Mr. Rising
Mr. Rising had no report tonight.

- Mr. Rising again stated he would like to provide the Planning Commission secretary the Planning Commission manual to complete in an electronic version and update as needed. Mr. Rising stated that in 2003 when he came on to Planning Commission and explained why the manual was completed. He explained what the manual currently includes and some items he may want to have included.

City Engineer's Report - Tim McLaughlin

There was no written report submitted and City Engineer was not present.

Law Director's Report

Ms. Landgraf had no report tonight.

Architectural Review Board - Mr. Heckman
Mr. Heckman had no report provided.

Community Reinvestment Area (CRA) - Mr. Carden
Mr. Carden had no report tonight.

Public Hearing

Consideration of an Ordinance enacting Chapter 788 of the Codified Ordinance titled "Medical Marijuana Licensure."

- There was no discussion from the public on this matter.

Motion by Mr. Mohorcic, second by Mr. Houry, to enact Chapter 788 of the Codified Ordinance titled "Medical Marijuana Licensure."

Discussion: None. Vote: All ayes. Motion carried.

Public Hearing

Moratorium regarding the prevention of the opening of any recreational marijuana dispensaries should they be legalized.

- There was no discussion from the public on this matter.

Motion by Mr. Mohorcic, second by Mr. Houry, adopting Moratorium on Applications/Permitting the Adult Use of Marijuana for Non-Medical Purposes

Discussion: None. Vote: All ayes. Motion carried.

Public hearing for Chapter 788 and the moratorium was closed at 7:39pm

Public Hearing

Consideration of an Ordinance enacting Chapter 789 of the Codified Ordinances titled "Party Centers."

- Mayor Regovich stated that he is not for limiting businesses in the city. His issue is that when a business comes before the board and that business has the word "event" in the type of establishment yet, they are not solely for that purpose then the issue arises that he would rather legislatively through council put parameters

on what those spaces could be and co-existing at night on whether they serve alcohol, if they will need security, not being in possession of weapons, etc. in order to make it more palatable for the board and the city. He stated that we are running a fine line with zoning, by limiting the number of those types of establishments when they are in a permitted district within the city.

- Mayor Regovich stated that a built up front looks better than an empty store front.
- Mayor Regovich again stated that he is not for limiting legitimate businesses.
- Mr. Houry asked Mayor Regovich what he would recommend in way of these event centers. Mayor Regovich stated that he would recommend a deeper dive by council who makes the ordinances. He stated he would like to see what surrounding cities do and how they handle this type of situation.
- There was some discussion on the current event center type establishments being held up at moving forward with their business in the city due to these changes. It was determined that Mayor Regovich is in favor of the parameters that are being introduced as far restrictions and requirements however he is not in favor of limiting the amount of these establishments in the city. Mr. Houry asked Mayor Regovich if he recommends that the whole block of conditions that the Planning Commission board came up with should be taken care of through the city council process. Mayor Regovich stated that either by council or Plan Review Board. He explained that council implements and/or changes ordinances so it could go there or Plan Review Board. Plan Review Board can enforce the guidelines.
- Law Director Landgraf explained the process for moving forward and the process with a public hearing. She also explained those establishments that are being held up to go in front of Plan Review Board, why they are being held up and how long until a decision needs to be made. Plan Review Board is waiting to move forward after Planning Commission makes their decision.
- Mr. Mohorcic stated that with the limitations in place for party centers and revising it to remove the limit of 5 of these types of establishments in our city he would have no problem recommending it back to council with the revised draft.
- There was some additional discussion regarding the event centers that are "being held up", Mr. Carden read over the

definition of party centers to ensure those establishments being held up are considered by definition as an event center.

- There was discussion regarding an "event center" that was submitted for approval being defined as an "event center" or "office space" as the submittal for the establishment is listing both of those definitions of their establishment.
- Mayor Regovich referenced a business in Willoughby where inside the establishment there are spaces where small businesses can go in and make a video for YouTube for instance as those small rooms are equipped with the necessary equipment to make such video. In that same establishment businesses can go in and host a small business lunch or meeting gathering. One of the businesses being held up in our city is very similar to the type of business described in Willoughby.
- Law Director Landgraf stated that the board needs to first determine if the above referenced establishment is going to be listed and considered an event center or an office spaces. She stated that this would be up to the building department to really vet through the application for new businesses to determine what that type of business it is really going to be.
- It was discussed that the need for rentalable office spaces in our city is needed as there are more and more individuals that are working from home with the occasional need for a work office space for meetings.
- Monica Drake the economic developer for the City of Willowick was present and spoke on the matter. She stated that she has had conversations with Mayor Regovich discussing limiting the number of event centers in the city as well as the definition of an event center. She also provided additional details about one of the businesses that is waiting to go in front of the Plan Review board for approval. Monica Drake also spoke about the same business that Mayor Regovich spoke on, she stated that this business is a co-op business space, they have a small event space for meetings, as well as a dining area. She stated that she is unsure as to her intent with a liquor license. Monica spoke about the rent rates this business would be paying as well as stating that this business is investing in our city.
- Monica Drake stated that she understands Chief Turner's previous statements and concerns with regards to guns at these establishments. However, she stated that if the

business has a liquor license then patrons are not permitted to carry a firearm into that establishment. Monica discussed details regarding a previous event center located on East 305th street that had a gun incident in the parking lot, outside of the premises. She spoke on Mr. Mohorcic's statement regarding occupancy with the county as well as hours of operation limitations. She wanted to make note that with the broad description of party centers, would that include conference centers falling under the same rules. Monica Drake asked for the board to take a full 360 degree look at this. She stated that she has some concerns with the board limiting businesses in the city. She also spoke on types of businesses that generates revenue and those that do not.

- Natalie Antosh ward 2 councilwoman was present and spoke on this matter. She stated that she is for limiting the event centers in the city. She asked about revenue and how much revenue these types of establishments bring to the city stating that we are a small community and we need income in the city. These establishments are not a bar, a restaurant, a store, they do not have employees paying payroll taxes. They are solely renting a space. She spoke about other event centers in our city, the one that has been previously mentioned on East 305th Street, two in NorthShore Mall, one of which in Northshore Mall has drapes over the window and the other is inside of NorthShore Mall so from a view standpoint you cannot tell they are there. Natalie spoke on the differences between an office space and an event space. She stated that she does not believe that the co-op businesses should be categorized under event centers. She reiterated that she is for limiting event centers in our city. Mr. Mohoricic asked if raising the licensing fees would help her concerns. Natalie Antosh stated that based on the budget meeting the City of Willowick needs income, she stated that her and David Phares have been discussing increasing fees and fines to help bring in additional revenue, giving away space for event centers does not bring in revenue for the city which is why she would like to limit these establishments to 5.

Public Hearing for Consideration of an Ordinance enacting Chapter 789 of the Codified Ordinances titled "Party Centers" closed at 8:10pm.

Motion by Mr. Rising, second by Mr. Houry, enacting Chapter 789 of the Codified Ordinances titled "Party Centers," as amended: Recommendation: adoption with the following revisions: Rename chapter "Event Centers," instead of "Party Centers;" and Strike the limitation of five (5) permitted Event Centers within 3 square miles.

Discussion: None. Vote: All ayes. Motion carried.

Public Portion

The public portion for the general Planning Commission meeting was opened and closed at 8:10pm.

Remarks - Old Business

There were none at this time.

Remarks - New Business

Motion by Mr. Mohorcic, second by Mr. Houry, to enact Chapter 788 of the Codified Ordinance titled "Medical Marijuana Licensure."

Discussion: None. Vote: All ayes. Motion carried.

Motion by Mr. Mohorcic, second by Mr. Houry, adopting Moratorium on Applications/Permitting the Adult Use of Marijuana for Non-Medical Purposes

Discussion: None. Vote: All ayes. Motion carried.

Motion by Mr. Rising, second by Mr. Houry, enacting Chapter 789 of the Codified Ordinances titled "Party Centers," as amended: Recommendation: adoption with the following revisions: Rename chapter "Event Centers," instead of "Party Centers;" and Strike the limitation of five (5) permitted Event Centers within 3 square miles.

Adjournment

Motion by Mr. Carden, second by Mr. Mohorcic, to adjourn the meeting. Discussion: None. Vote: All ayes. Motion carried.

The meeting adjourned at 9:05 p.m.

Mark Carden, Chairman

ATTEST:

Heather K. Boling, Building Secretary

TO:

Police Chief Turner

Fire Chief Tennyson

Chief Housing and Zoning Inspector Brennan

Service Director Shannon

FROM:

Chief Housing and Zoning Inspector Brennan

DATE: March 30, 2022

RE: St. Mary Magdalene (SMM) Church – 30th Annual Homecoming Festival – 32114 Vine Street

Church's 30th Annual Homecoming Festival that will be family oriented and consists of rides, games, food and other games of chance. SMM will be holding raffles and will be selling beer and wine.

Attached in the information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within ten (10) working days of receipt.

Thank you in advance for your attention in this matter.

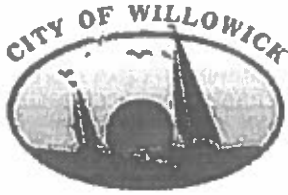
A handwritten signature in black ink that reads "Sean Brennan". The signature is written in a cursive style and is positioned above a horizontal line.

Chief Housing and Zoning Inspector Brennan / hkb

CC: PC Members

Mayor Regovich

Law Director Landgraf

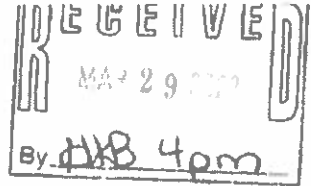


Willowick Building Department

440-516-3000

Special Event Permit Application

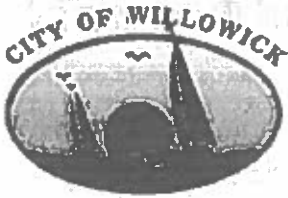
Ordinance 705.05



| Applicant Information | |
|-------------------------------------|--|
| Name | St. Mary Magdalene (Smm) Church |
| Street Address | 32114 Vine Street |
| City, State, ZIP Code | Willowick, Oh 44095 |
| Primary Phone | 440-943-2133 |
| Alternate Phone | |
| Email Address | rsister@smmwillowick.org |
| Organization Name | 30th Annual Homecoming Festival |
| Responsible Party for Event Conduct | Rev. Steven H. Breck, Pastor Festival Co-Chair Mt. Rosemarie Sister |
| Street Address | 32010 Vine Street |
| City, State, ZIP Code | Willowick, Ohio 44095 |
| Primary Phone | 440-943-2133 |
| Alternate Phone | Rosemarie Sister 440-854-4021 |
| Email Address | FrBreck@smmwillowick.org rsister@smmwillowick.org |

| Event Information | |
|--|--|
| Event Name | 30th Annual Homecoming Festival |
| Set-Up Date | Start: May 26, 2022 End: June 2, 2022 |
| Event Date | From: June 2, 2022 To: June 5, 2022 |
| Event Hours | Start Time: June 2, 2022 6PM End Time: June 2, 2022 10pm |
| Breakdown Date | Start: June 6, 2022 End: June 8, 2022 |
| Estimated number of persons to participate in the Special Event: | 350 Volunteers 8,000 attendees |
| Event Description (briefly explain event and planned activities): | |
| Church's 30th Annual Homecoming Festival that will be family oriented and consists of rides, games, food + other games of chance. Smm will be holding Raffles and will sell beer + wine. | |

→ Event Hours:
 June 3 6pm-midnight
 June 4 NOON-midnight
 June 5 NOON-10 pm



Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05

| | |
|--|--|
| <i>Application must be submitted seventy days prior to event</i> | |
| Provisions for Parking (designate where "No Parking" signs will be used): | |
| 140 spaces for parking in the church parking lot on Vine Street Limited parking on the side of East 321 st Street Shuttle bus service provided from Dudley Park Friday + Saturday | |
| Please specify details of how security and traffic control will be provided: | |
| Willowick off duty Police cover all Festival hours The number of personnel is determined by Officer Tim Gallagher and reviewed with the Festival Committee. Signs are posted to make 321 st one way traffic during festival hours. | |
| Please list the location and time of any requested street closings: | |
| Street: 321 st Street | Time of Closure: during Festival Hours |
| Street: | Time of Closure: |
| Street: | Time of Closure: |
| Will merchandise be sold at the Special Event? If yes, please describe and list any vendors being used: | |
| Yes, Caricatures by Tim | |
| Will food or alcoholic beverages be sold? If so, please describe and list any vendors being used: | |
| Food will be sold by the Parish + several food vendors; Bates Bros Amusement Regovich Catering, Corbos, Gary's Food, Cirino's Elephant Ears, Weber's Ice Cream, Buckley Concessions - nut + Kettle corn, Beer + wine coolers will be sold by the Parish | |
| Will any animals be used at the Special Event? If yes, please describe: | |
| NO | |
| Please provide details of how the area of the Special Event will be cleaned up (if on public property): | |



Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05

N/A not on public property. However, Trash Containers will be placed around the perimeter of the festival so that those coming or going will have a location to place refuse. All church parking areas as well as the festival grounds will be cleaned daily. All grounds + surrounding areas will be completely cleaned up within three days of the event closing.

Additional Required Information

Provide proof that applicant possesses or is able to obtain any licenses or permits required by Codified Ordinances, other City Ordinances, or State Law for the conduct of the Special Event:

Smm meets the requirements of law for a charitable institution to operate. Instant Bingo under specific conditions. We have received Temporary Bingo License awaiting the 2nd License. Smm will obtain a permit from the state of Ohio to sell beer wine. Smm has a yearly food license. Tent license to be obtained by Ardin Rents. Electrical permit to be obtained by Tony Petro.

Please provide a sketch showing the area to be used for the Special Event together with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities:

Attached

Indemnification

An application for a special event permit must execute a written agreement to indemnify the city, officers and employees or secure general liability insurance policy with the coverage of not less than a one million dollars naming the city of Willowick as an insured.

Smm is insured through the Diocese of Cleveland. The festival operates solely on private property.

Agreement and Signature

I agree to abide by all the conditions herein contained and to comply with all laws and ordinances of the City Of Willowick and laws of the State Of Ohio if applicable and said agreement is a condition of said permit.

Name (printed): REV. STEVEN H BRECK

Signature: Rev. Steven H Breck

Date: 3-22-2022

Payment Information

*Application Fee \$150.00

* Permit Fee After Approval \$30.00

All temporary tents / canopies / structures, electrical, building, plumbing, gas piping and H.V.A.C. permits are to be obtained from the Lake County Building Department, 105 Main St., B Building Second Floor, Painesville, OH 44077. Phone #440-350-2636.

All temporary food service licenses are to be obtained from the Lake County Health Department, 5966 Heisley Rd., Mentor. OH 44060. Phone #440-350-2543.

Office Use Only

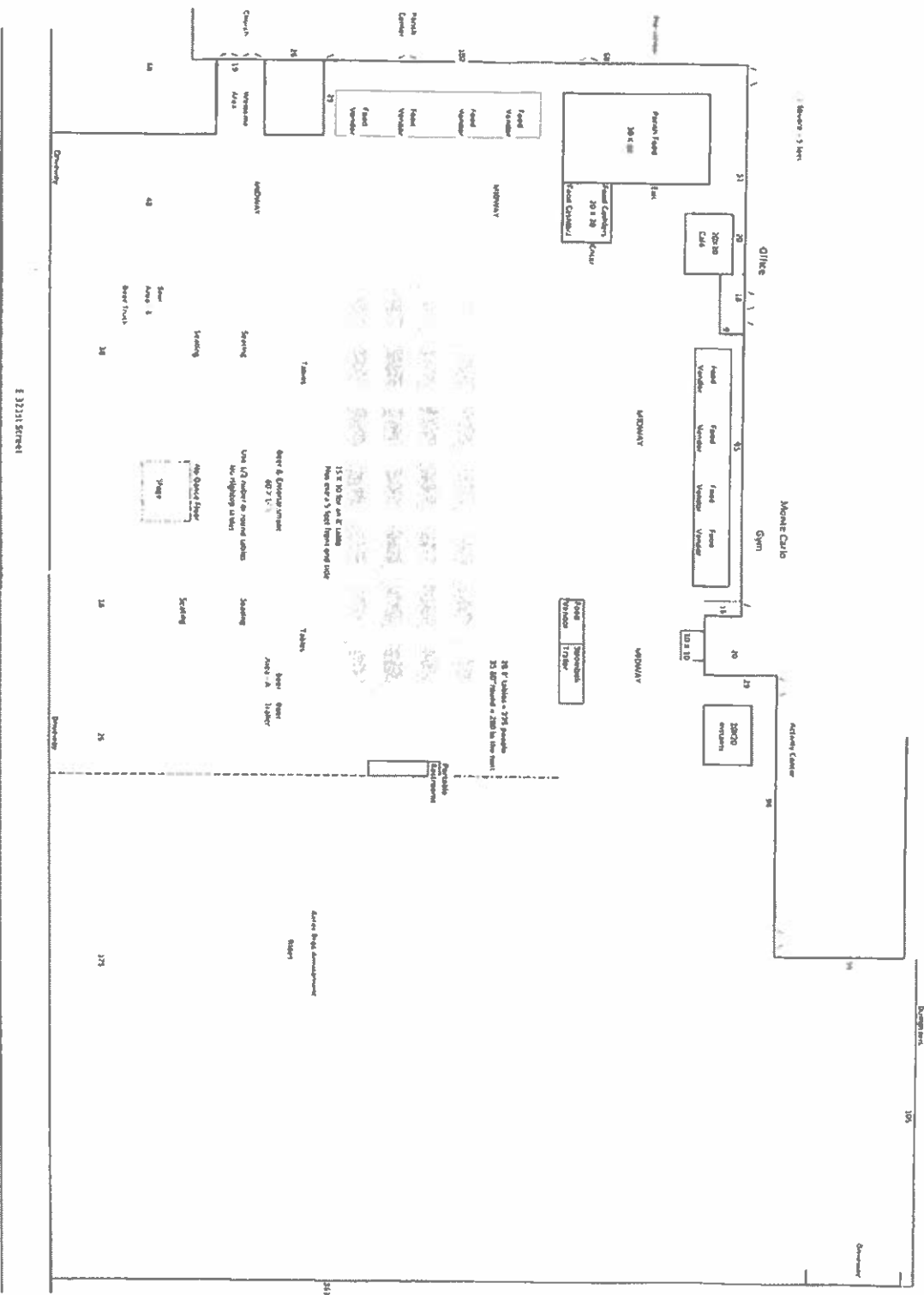
____ Approved Date: _____

____ Denied Reason: _____

____ Variance Needed Reason: _____

____ Willowick Police Dept. Approved Date: _____

St Mary Magdalene Parish Festival 2021 - Site Plan



E 3221st Street

Duncannon

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343



SEAN BRENNAN
Chief Housing and Zoning Inspector

City of Willowick

31230 VINE STREET
WILLOWICK, OHIO 44095

BUILDING DEPARTMENT
Phone: 440-516-3000
Fax: 440-585-3776
Email: sbrennan@cityofwillowick.com

TO: Chairman Carden
Planning Commission

FROM: Sean Brennan
Chief Housing & Zoning Inspector

Date: April 4, 2022

RE: St. Mary Magdalene Homecoming Festival
32114 Vine Street
June 2nd, 2022 – June 8th, 2022

They may have to obtain permits from the Lake County Building Department for temporary tents and electrical and the Health Department for their temporary food, mobile food and licenses after their approval from the Planning Commission.

Sean Brennan
Chief Housing & Zoning Inspector

CC: Mayor Regovich
Planning Commission Members
Law Director Landgraf
Chief Turner
Chief Tennyson
Service Director Shannon

Heather Boling

From: Brian Turner
Sent: Wednesday, March 30, 2022 10:07 AM
To: Heather Boling
Subject: RE: Special Event - St. Mary Magdalene - 30th Annual Homecoming Festival

I have reviewed this and see no problems from our perspective. I already signed their Liquor Permit paperwork and Ptl. Gallagher coordinates with them on security issues.

Brian C. Turner, Chief of Police
30435 Lakeshore Blvd.
Willowick OH 44095
P - 440-585-1234
F - 440-585-3770

From: Heather Boling <hboling@cityofwillowick.com>
Sent: Wednesday, March 30, 2022 9:46 AM
To: Brian Turner <bturner@cityofwillowick.com>; Joseph Tennyson <jtennyson@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Todd Shannon <tshannon@cityofwillowick.com>; Don Lynn <dlynn@cityofwillowick.com>
Cc: Rich Regovich <rregovich@cityofwillowick.com>
Subject: Special Event - St. Mary Magdalene - 30th Annual Homecoming Festival
Importance: High

Good morning,

Please see the attached information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within ten (10) working days of receipt.

Thanks!

Heather Boling
Building Department Secretary
City of Willowick
31230 Vine Street
Willowick, Oh 44095
P: 440-516-3000 X: 329
F: 440-585-3776
hboling@cityofwillowick.com

Heather Boling

Subject: FW: Special Event - St. Mary Magdalene - 30th Annual Homecoming Festival

From: Todd Shannon <tshannon@cityofwillowick.com>

Sent: Friday, April 1, 2022 2:23 PM

To: Joseph Tennyson <jtennyson@cityofwillowick.com>; Heather Boling <hboling@cityofwillowick.com>; Brian Turner <bturner@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Don Lynn <dlynn@cityofwillowick.com>

Cc: Rich Regovich <rregovich@cityofwillowick.com>

Subject: RE: Special Event - St. Mary Magdalene - 30th Annual Homecoming Festival

I will be working with Chief Tennyson and Chief Turner to see what we can come up with to help with the navigation in this area.

Todd Shannon
Service Director
City of Willowick
31230 Vine St.
Willowick OH, 44095
(440)585-0963

From: Heather Boling

Sent: Wednesday, March 30, 2022 9:45:36 AM

To: Brian Turner; Joseph Tennyson; Sean Brennan; Todd Shannon; Don Lynn

Cc: Rich Regovich

Subject: Special Event - St. Mary Magdalene - 30th Annual Homecoming Festival

Good morning,

Please see the attached information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within ten (10) working days of receipt.

Thanks!

Heather Boling

Building Department Secretary
City of Willowick
31230 Vine Street
Willowick, Oh 44095
P: 440-516-3000 X: 329
F: 440-585-3776



**City of Willowick
Fire Department**

Fire Chief Joseph Tennyson

30435 Lakeshore Blvd. • Willowick, OH 44095 • Phone: 440-585-1202 • Fax: 440-585-1112

April 5, 2022

Before a special event can open and operate they need to secure an electrical permit from the Lake County Building Department and complete the necessary permit application with the Willowick Fire Department. There is no fee for the Fire Department permit but a required site inspection must be scheduled and approved before operating. The required forms that provide the required Fire Department guidelines for festival operations are listed as such, Temporary Structure Permit Application, Use of Tents, Canopies, and Membrane Structures for Outdoor Events, Cooking Regulations for Outdoor Events. They can be obtained from our web site at the following link:

Thanks.

Chief Joseph R Tennyson
30435 Lakeshore Blvd.
Willowick Oh, 44094
440-585-1202



City of Willowick Bureau of Fire Prevention

30435 Lakeshore Blvd. • Willowick, OH 44095 • Phone: 440-585-1262 • Fax: 440-585-4112

CODE COMPLIANCE GUIDELINE Cooking Regulations for Outdoor Special Events

It is the commitment of the Willowick Fire Department to help provide a safe environment for both booth operators and the general public. In order to achieve this, the following requirements shall be in place when utilizing portable barbeques, open flame stoves, deep fat fryers, or any other appliance that generates grease laden vapors, etc. Fire Department personnel will inspect venues before and during the event to assure compliance.

DEFINITIONS:

Tent: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. Tents having an area in excess of 200 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Lake County Building Department and an inspection from Willowick Fire Prevention Bureau.

Canopy: A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter. Canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Lake County Building Department and an inspection from Willowick Fire Prevention Bureau.

Cooking Booth: A structure (tent, canopy, or other construction) where food is prepared by heating or cooking processes such as, but not limited to, grilling, frying, barbecuing, deep fat frying, baking, broiling, boiling, or steaming.

Vendor Booth: All booths, tents, and canopies except cooking booths. Vendor booths may be used for a variety of purposes.

BOOTH CONSTRUCTION AND LOCATION:

- All fabrics or membranes covering cooking booths shall be composed of flame-resistant material or be treated with a flame retardant meeting the flame propagation performance criteria of NFPA 701. Documentation or proof of flame-resistance is required.
- The use of recreational tents for cooking booths is not permitted.
- High heat cooking appliances or those that produce grease laden vapors shall be restricted to free standing canopies with no sides attached during cooking activities.
- Cooking booths shall be separated from other non-cooking tents, canopies, or other structures by a minimum of 20 feet.
- No more than 9 consecutive cooking booths with a total area not to exceed 900 square feet shall be used unless a 12 foot fire break is placed between such sections.
- Cooking booths shall be provided with a minimum of two exits unless otherwise approved by the fire code official. Booth exit opening(s) shall be a minimum of 3 feet in width.
- Cooking booths are limited to single booth rows only. Back-to-Back rows are not permitted.
- Booths shall be constructed in a manner to provide necessary structural integrity. Booth construction shall be subject to approval by the fire code official.
- Occupancy within the cooking booth shall be restricted to those persons necessary for food preparation only. Food may be served from the outer edge of the booth.
- Booth material shall be checked daily for accumulation of grease and any such accumulation shall be immediately removed.

COOKING EQUIPMENT

1. General Requirements

- Cooking devices shall be isolated from the public by at least 5 feet. A physical barrier to maintain this distance shall be provided.
- If cooking appliances are utilized on a table, the table shall be flame-resistant, or a flame-resistant covering shall be placed under the appliance.
- Cooking equipment shall not be located near the cooking booth exit. This is to protect the booth's exit path in the case of an accidental fire.
- Only electrically powered warming devices shall be used within vendor booths, or in tents, canopies or membrane structures that are used for any other purpose besides cooking. These devices are limited to situations that do not pose a risk to occupants involved in other activities within the structure.
- Exposed open flame cooking devices 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 tents, canopies or membrane structures unless approved by the fire code official.
- All cooking equipment shall be listed for commercial use.

Deep Fat Frying

- Deep fat frying operations shall be restricted to free standing canopies with no sides attached during cooking activities.
- Where deep fat fryers are installed adjacent to exposed open flame cooking devices they shall be separated by 16 inches or a non-combustible baffle at least 8 inches in height.

Solid Fuel Devices (Wood or Charcoal)

- Cooking devices that use wood or charcoal for fuel shall not be used within booths, tents, or canopies without an approved exhaust hood as required by the Ohio Mechanical Code.
- Only commercially sold lighter fluid, electric starters, or kindling shall be used to ignite wood or charcoal fueled equipment. No gasoline or kerosene shall be used.
- Solid fueled cooking devices shall be kept away from combustible materials. The distance shall be dependent on the size of the cooking equipment and shall be approved by the fire code official.

Electric Cooking Equipment

- Electric cooking equipment would include microwave and electric ovens, electric steam tables, and electric cook top griddles.
- All extension cords shall be listed and of the 3-wire grounded type.
- Extension cords shall be protected from foot traffic.
- Gasoline powered generators shall not be used in booths, tents, canopies or membrane structures.
- If electrically powered cooking appliances are utilized on a table, the table shall be flame-resistant, or a flame-resistant covering shall be placed under the appliance.
- Electrical cooking equipment shall comply with the building code and NFPA 70.

Steam Tables

- Steam tables which do not pose an ignition hazard shall be approved.

Warming Trays

- The use of gel fuel (Sterno) may be used within cooking booths provided no ignition hazard exists.

LPG (Liquefied Petroleum Gases)

- LPG tanks shall be supplied with a shut-off valve.
- Tanks shall be closed when cooking equipment is not in use.
- Hoses shall be of a type approved for use with LPG equipment.
- Tanks shall be protected from damage and secured in the upright position.
- All LPG equipment connections shall be tested for leaks prior to use. This may be done with a soap and water solution.
- All LPG gas cylinders not in use with cooking equipment shall be stored outside the cooking booth in a secure location and be protected against tampering, damage by vehicles or other hazards.
- LPG gas cylinders with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.
- LPG gas cylinders with a capacity of more than 500 gallons shall have a minimum separation between the container and structure of not less than 25 feet.
- LPG gas cylinder relief valves shall be pointed away from the structure.

Fire Extinguishers

- For all cooking operations that do not use vegetable or animal fats and oils, a minimum 2A:10BC rated fire is required.
- All solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet or less in volume shall have a minimum 2.5-gallon or two 1.5-gallon Class K wet-chemical portable fire extinguishers located within 30 feet of the cooking appliance.
- Where cooking operations involve the use of vegetable or animal fats and oils, Class K fire extinguishers shall be provided in accordance with the following:
 - For up to four fryers having a maximum cooking medium capacity of 80 pounds each:
 - One Class K portable fire extinguisher of a minimum 1.5 gallon capacity.
 - For every additional group of four fryers having a maximum cooking medium capacity of 80 pounds each:
 - One additional Class K portable fire extinguisher of a minimum 1.5 gallon (6 L) capacity shall be provided.
 - For individual fryers exceeding 6 square feet in surface area:
 - Class K portable fire extinguishers shall be installed in accordance with the extinguisher manufacturer's recommendations.
- The required portable fire extinguisher(s) shall be provided within a 30-foot travel distance of the cooking equipment.
- All self contained cooking trailers with fire suppression systems shall have a current inspection tag displayed in a conspicuous location.
- All extinguishers shall be located in a conspicuous location and be readily accessible for immediate use. Extinguishers shall be unobstructed and shall not be obscured from view.
- Portable fire extinguishers shall be inspected annually and shall have a current inspection tag.

Electrical

- Only listed power strips with circuit breaker protection are allowed as multi-plug adapters.
- All extension cords shall be listed and of the 3-wire grounded type.
- Extension cords shall be protected from foot traffic.

Housekeeping

- Trash containers shall be emptied regularly.
- Combustible materials shall not be allowed to accumulate so as to cause a fire hazard.
- All cooking surfaces shall be cleaned to prevent the accumulation of grease.

General Fire Safety Tips

- Know where fire extinguishers are and how to use them.
- Do not leave cooking unattended.
- Do not wear loose-fitting clothing while cooking.
- In case of an emergency, dial 9-1-1.

This information sheet provides the minimum requirements for exterior cooking booths. Additional fire and life safety requirements may be necessary depending on the particular situation. These requirements will be at the discretion of the fire code official. During fire department inspection vendors should be prepared to make any necessary changes in order to comply with these requirements.



**City of Willowick
Bureau of Fire Prevention**

30435 Lakeshore Blvd. • Willowick, OH 44095 • Phone: 440-585-1202 • Fax: 440-585-4112

TEMPORARY STRUCTURE PERMIT APPLICATION

General Information

(All entries must be made by the applicant, typed or in ink.)

Location, ownership and detail must be correct, complete and legible.

This permit does not authorize installation of any electrical or mechanical systems. Separate permits are required.

Set-up Address

Number & Street : _____

Location on Property (parking lot, etc.): _____

Owner : _____ Ph. _____
Name Street Address City State Zip

Contractor : _____ Ph. _____
Name Street Address City State Zip

Description of Work: _____

Name or Type of Event: _____

Sponsor/Owner: _____

Contact Person: _____ Phone No. _____

Date(s) of Event: _____ Time(s): _____

Cooking in Tents: Yes No Using Electricity: Yes No
(If yes, Electrical Permit is Required from Lake County Building Dept.)

Tent Set-up Date: _____ Tent Set-up Completion Time: _____

FIRE INSPECTION IS REQUIRED

Approved by: _____ Date: _____

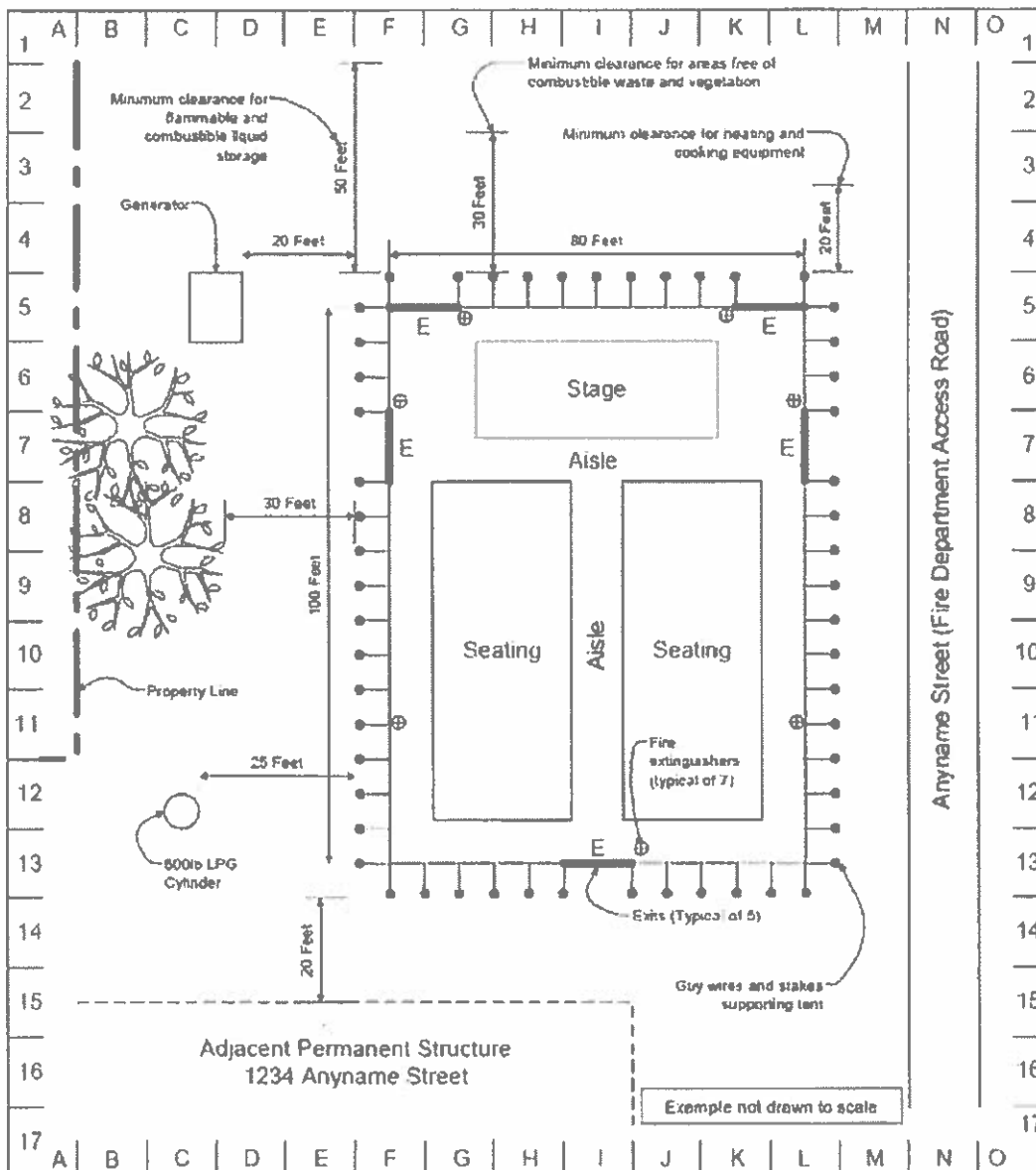
IN CONSIDERATION OF GRANTING OF THIS PERMIT, I, or we agree to hold the City of Willowick, harmless from any and all damages. I, or we, do hereby covenant and agree to construct said work in all respects in compliance with the provisions of the Statutes of Ohio and the Ordinances of the City of Willowick, and that all statements as made are correct and true, and that all orders of the Fire Prevention Bureau will be complied with.


Signature of Owner _____

Signature of Contractor or Authorized Agent _____


A COPY OF THIS APPLICATION SHALL REMAIN ON SITE ALONG WITH THE PERMIT

Sample Site-Plan



| | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--------------|--|--|--|--|----------|--|--|--|--|--|--|
| Business Name | | | | | | | | | | Date | | | | | | |
| Mission Enterprises Summer Concert | | | | | | | | | | 7/4/2008 | | | | | | |
| Address | | | | | | | | | | | | | | | | |
| 1234 Anyname Street, Colorado Spngs, CO, 80999 | | | | | | | | | | | | | | | | |
| Telephone | | | | | Fax | | | | | Page | | | | | | |
| 719-555-5555 | | | | | 719-555-5556 | | | | | 1 of 1 | | | | | | |
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Site Plan

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| Business Name | | | | | | | | | | | Date | | | | | |
| Address | | | | | | | | | | | | | | | | |
| Telephone | | | | | | | Fax | | | | | Page of | | |  | |



City of Willowick Bureau of Fire Prevention

30435 Lakeshore Blvd. • Willowick, OH 44095 • Phone: 440-585-1202 • Fax: 440-585-4112

CODE COMPLIANCE GUIDELINE Tents, Canopies and Membrane Structures

PURPOSE

To provide information on plan submittal and other general requirements regarding the use of tents, canopies and membrane structures according to the 2011 Ohio Fire Code (OFC). **Note: Because of the unique circumstances created by cooking operations in or adjacent to temporary tents, canopies or membrane structures, a separate bulletin has been created. Please refer to Willowick Bureau of Fire Prevention Information Bulletin "Cooking Guidelines for Outdoor Special Events".**

DEFINITIONS

Air Supported Structure. A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

Canopy. A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

Membrane Structure. An air-inflated, air-supported, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent or canopy. See Chapter 31 of the International Building Code.

Tent. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

GUIDELINES

1. *When is approval required to set-up, operate or maintain a tent, canopy, or membrane structure?*

Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first receiving approval from the Willowick Zoning Official, Willowick Fire Code Official and Lake County Building Code Official.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
 - 2.1. Individual canopies having a maximum size of 700 square feet.
 - 2.2. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
 - 2.3. A minimum clearance of 12 feet to all structures and other tents.

2. *Once I have determined that approval is required, what are the steps I need to take to obtaining it?*

- (1) Your first step will be to visit the local zoning official and apply for a "Zoning Certificate". Contractors not registered with the City will be required to do so at this time.
- (2) Once approved by zoning, you will be required to visit the local fire department and complete a Temporary Structure(s) Application.
- (3) After steps one and two have been completed, you will need to apply for a building permit through the Lake County Building Department. In order for a building permit to be issued, construction plans must be submitted for review and approval. It is highly recommended that you review the *Specific Fire Code Requirements* contained within this document prior to the preparation of construction documents. Having

the required information on your plans at the time of submittal will avoid any unnecessary delays associated with deficient documents.

3. *What information / documentation will be required when applying for the building permit?*

- (1) A copy of the Zoning Permit from the Willowick Zoning Official.
- (2) A completed building permit application including set up, duration and dismantling dates.
- (3) Flammability certification(s) for the fabric/membrane of the temporary structures.
- (4) Five copies (5) of a detailed site map/diagram(s) (4 copies to Lake County Building Department and 1 copy to Willowick Fire Department) including:
 - Location and dimensions of all temporary structures
 - Locations and dimensions of lot lines within 50 feet of all sides of the temporary structure
 - Uses within all temporary structures (e.g. cooking, dining, games, first aid, etc.)
 - Proposed locations of any furniture (tables, chairs, stages, etc.) or related items
 - Locations of all fire extinguishers
 - Locations and dimensions of all required aisles and exits (for occupant loads of 50 or more).
 - Locations and distances to all permanent structures within 50 feet of all sides of the temporary structures
 - Locations of all adjacent vegetation and/or other combustible materials
 - Locations of fire lanes/fire department access roads
 - Locations, sizes and types of any flammable/combustible liquid/gas tanks (e.g. propane tanks)
 - Locations and types of any/all heating equipment
 - Locations and types of all electrical equipment

4. *Once approved, who will be issued the building permit?*

The building permit will be issued to the general contractor who must be registered with the Lake County and City of Willowick Building Departments.

SPECIFIC FIRE CODE REQUIREMENTS

1. Fire Access Roads (Fire Lanes): *When are they required?*

If any rides, concession stands, or other structures are greater than 150' from a dedicated road or street, then a fire apparatus road shall be provided. The intent of this requirement is to provide the fire department sufficient access to buildings to enable efficient fire suppression and rescue operations.

Fire access roads shall have an unobstructed width of 20' and an unobstructed vertical clearance of 13' 6". Fences or barricades must be approved in advance by the fire code official.

2. Location of Temporary Structures: Do tents, canopies or membrane structures have to be separated from other temporary structures and/or buildings?

Yes, but there are exceptions. In general, tents, canopies or membrane structures shall be separated by a minimum of 20 feet from lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. When determining the required distances, support ropes and guy wires shall be considered as part of the structure. By requiring 20 feet of clear ground around the structure, you are reducing the likely-hood that flying embers created by a fire would endanger other structures or public traffic ways.

Exceptions to the separation requirements are as follows:

1. Separation distance between membrane structures, tents and canopies not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.
2. Membrane structures, tents and canopies need not be separated from buildings when all of the following conditions are met:
 - 2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet.
 - 2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the building code.
 - 2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.
 - 2.4. Fire apparatus access roads are provided.

3. Fire Breaks: When do I have to provide a fire break?

When the fire code official determines that a tent, canopy or membrane structure presents a significant or unusual life or fire hazard, a fire break passageway of not less than 12 feet shall be created and maintained on all sides of the temporary structure. The intent of this provision is to provide easy access for emergency personnel and/or to create an open space into which flaming embers or other debris can fall without endangering other structures or public traffic ways. (See Code Compliance Guideline "Cooking Regulations for Outdoor Special Events").

4. Anchorage Requirements: Why is anchorage required and who is responsible for assuring that tents, canopies or membrane structures are installed and anchored properly?

The fire and building codes require that tents, canopies or membrane structures and their appurtenances be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request. Normally, this information should be made available by your tent purveyor and/or general contractor.

5. Smoking: Can the occupants of a tent, canopy or membrane structure smoke?

No. Smoking is not to be permitted in tents, canopies or membrane structures. Allowing occupants to smoke within the structure creates an ignition hazard that cannot be easily controlled or monitored. Because smoking is prohibited, approved "No Smoking" signs shall be conspicuously posted in all structures where the public can be expected to gather and or other areas where an ignition hazard exists. In areas where smoking is permitted, suitable noncombustible ash trays or match receivers shall be provided on each table and at other appropriate locations.

6. **Open or Exposed Flames:** *What does this requirement refer to and how does it regulate what I'm allowed to do within or near a tent, canopy or membrane structure?*

This requirement addresses open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or cooking device or any other unapproved devices. Devices of this type are not permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

7. **Fireworks:** *Are there specific requirements for the use of fireworks?*

The only time fireworks are permitted is when they are part of a pre-approved firework exhibition. Separate permits are required.

8. **Spot Lighting:** *Can spot lights or lighting effects be used within tents, canopies or membrane structures?*

Yes, provided that the device(s) are electric and all combustible construction located within 6 feet of such equipment is protected with approved noncombustible insulation not less than 9.25 inches thick. Spotlights can generate considerable heat and must be protected accordingly to prevent them from becoming an ignition hazard.

9. **Portable Fire Extinguishers General (i.e. those not used for protection of cooking equipment):** *Where are fire extinguishers required and what type?*

Portable fire extinguishers shall be provided in accordance with the following:

- For every 3,000 square feet – provide one 2A:20BC (ABC) rated fire extinguisher.
- Travel distance to any extinguisher shall not exceed 75 feet.
- At least one 40 B rated fire extinguisher shall be provided for each generator, transformer or location with flammable or combustible liquids.
- Fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use.
- Fire extinguishers for cooking operations are addressed in a separate document. (See Code Compliance Guideline "Cooking Regulations for Outdoor Special Events").

10. **Flammable and Combustible Liquids:** *What regulations apply to the storage, handling and use of flammable and combustible liquids in tents, canopies or membrane structures?*

Because of the unique nature of the structures regulated, it is vital that the storage, handling and use of hazardous materials in or around such structures be carefully regulated. With that said, the use of flammable-liquid-fueled equipment shall not be permitted in tents, canopies or membrane structures. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents, canopies or membrane structures. Refueling of equipment shall be performed in an approved location not less than 20 feet from the structures.

11. **Electrical:** *What requirements need to be met for electrical installations and/or appliances?*

All outside electrical receptacles, switches, and associated equipment shall be of the type approved for damp or wet locations and installed in accordance with NFPA 70 National Electric Code. Separate permits through the Lake County Building Department are required.

12. **Generators:** *Do generators require any special separation distances and do they need to be isolated from the public?*

The answer to both questions is yes. Generators and other equipment driven by internal combustion engines must be kept separate from the membrane structure by a minimum of 20 feet to minimize fire hazards should the generator or other equipment fail and catch fire. The isolation requirement is intended to keep both the public from coming in contact with hazardous equipment and protect the equipment from vandalism or accidental damage by the public.

13. **Waste Material:** *What are the housekeeping requirements for tents, canopies or membrane structures?*

The floor surface inside tents, canopies or membrane structures and the grounds outside and within a 30-foot perimeter shall be kept clear of combustible waste and/or vegetation. Combustible waste shall be stored in approved containers until removed from the premises.



**City of Willowick
Bureau of Fire Prevention**

30435 Lakeshore Blvd. • Willowick, OH 44095 • Phone: 440-585-1202 • Fax: 440-585-4112

TEMPORARY STRUCTURE APPLICATION Form

General Information

(All entries must be made by the applicant, typed or in ink.)

Location, ownership and detail must be correct, complete and legible.

This permit does not authorize installation of any electrical or mechanical systems. Separate permits are required.

Set-up Address
Number & Street : _____

Location on Property (parking lot, etc.): _____

Owner : _____ Ph. _____
Name Street Address City State Zip

Contractor : _____ Ph. _____
Name Street Address City State Zip

Description of Work: _____

Name or Type of Event: _____

Sponsor/Owner: _____

Contact Person: _____ Phone No. _____

Date(s) of Event: _____ Time(s): _____

Cooking in Tents: Yes No

Using Electricity: Yes No
(If yes, Electrical Permit is Required from Lake County Building Dept.)

Tent Set-up Date: _____ Tent Set-up Completion Time: _____

FIRE INSPECTION IS REQUIRED

Approved by: _____ Date: _____

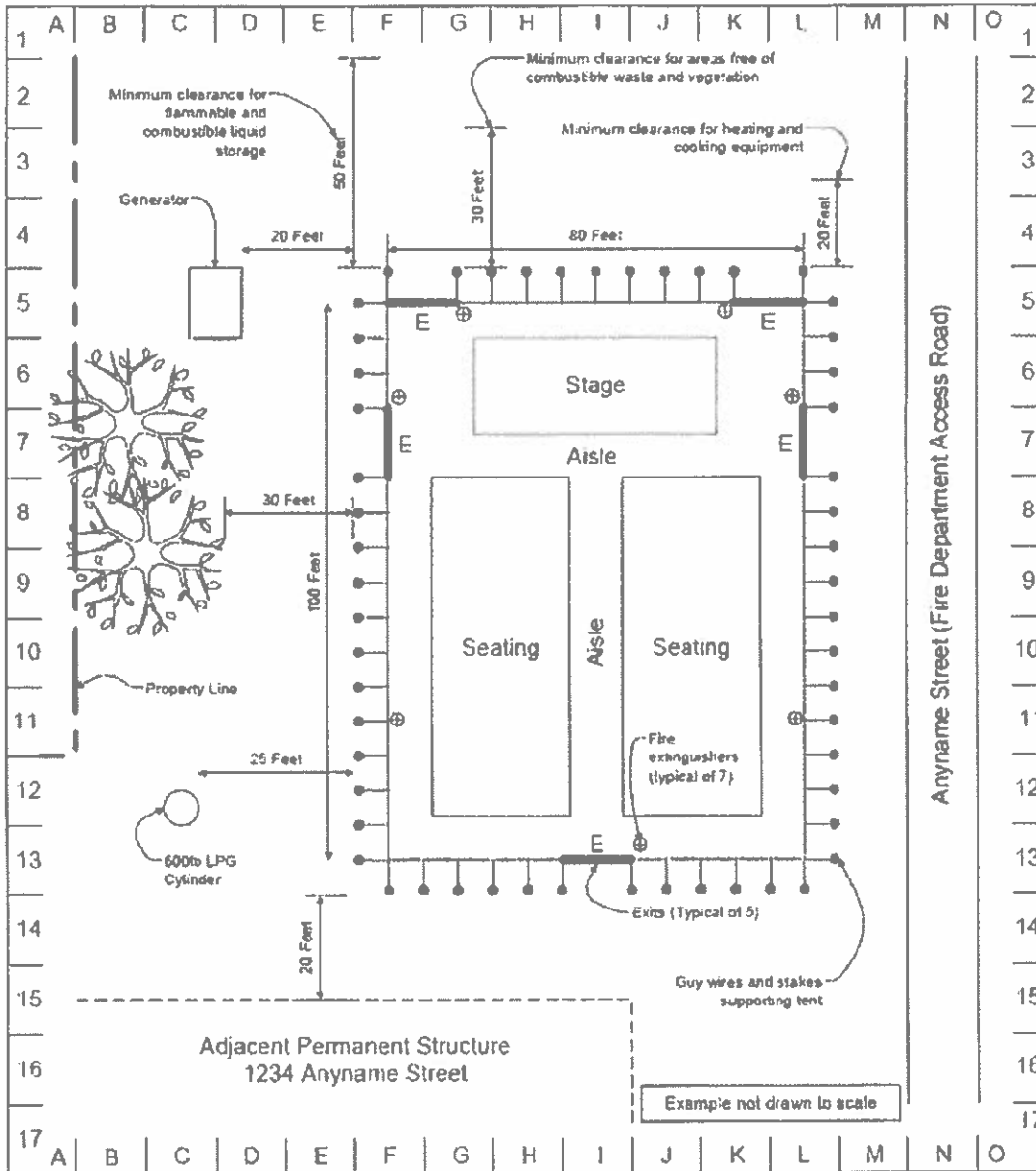
IN CONSIDERATION OF GRANTING OF THIS PERMIT, I, or we agree to hold the City of Willowick, harmless from any and all damages. I, or we, do hereby covenant and agree to construct said work in all respects in compliance with the provisions of the Statutes of Ohio and the Ordinances of the City of Willowick, and that all statements as made are correct and true, and that all orders of the Fire Prevention Bureau will be complied with.

Signature of Owner

Signature of Contractor or Authorized Agent

A COPY OF THIS APPLICATION SHALL REMAIN ON SITE ALONG WITH THE PERMIT


Sample Site-Plan



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| Business Name Mission Enterprises Summer Concert | | | | | | | | | | Date 7/4/2008 | | | | | | |
| Address 1234 Anyname Street, Colorado Springs, CO, 80999 | | | | | | | | | | | | | | | | |
| Telephone 719-555-5555 | | | | | Fax 719-555-5556 | | | | | Page 1 of 1 | | | | | | |



Site Plan

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| Telephone | | | | | | | Fax | | | | | Page | | | or | |  NORTH |

TO:

Police Chief Turner

Fire Chief Tennyson

Chief Housing and Zoning Inspector Brennan

Service Director Shannon

FROM:

Chief Housing and Zoning Inspector Brennan

DATE: April 4, 2022

RE: 50th Year Anniversary Celebration for Giuseppe's Pizza Inc. located at 30441 Euclid Ave

Giuseppe's will be selling slices of pizza under a tent and they will have a band playing to celebrate the anniversary.

Attached in the information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within ten (10) working days of receipt, as soon as possible.

Thank you in advance for your attention in this matter.

A handwritten signature in cursive script that reads "Sean Brennan". The signature is written in black ink and is positioned above a horizontal line.

Chief Housing and Zoning Inspector Brennan / hkb

CC: PC Members

Mayor Regovich

Law Director Landgraf

Willowick Building Department

440-516-3000

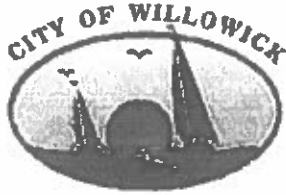
Special Event Permit Application

Ordinance 705.05

Willowick Building Department

440-516-3000

Special Event Permit Application



| Applicant Information | | | |
|--|---------------------------------|------------------|--------------|
| Name | Giuseppe's Pizza Inc. | | |
| Street Address | 30441 Euclid Avenue | | |
| City, State, ZIP Code | Willowick, OH 44092 | | |
| Primary Phone | 440-944-9300 | Alternate Phone | 216-905-4719 |
| Email Address | Giuseppes72@gmail.com | | |
| Organization Name | | | |
| Responsible Party for Event Conduct | Patty Catanese | | |
| Street Address | N/A | | |
| City, State, ZIP Code | N/A | | |
| Primary Phone | N/A | Alternate Phone | Above |
| Email Address | Above | | |
| Event Information | | | |
| Event Name | 50 Year Anniversary Celebration | | |
| Set-Up Date | Start: 5/6/22 | End: 5/6/22 | |
| Event Date | From: 5/7/22 | To: 5/7/22 | |
| Event Hours | Start Time: 1 p.m. | End Time: 5 p.m. | |
| Breakdown Date | Start: 5/8/22 | End: 5/8/22 | |
| Estimated number of persons to participate in the Special Event: | N/A | | |
| Event Description (briefly explain event and planned activities): | | | |
| Going to sell slices of pizza under the tent and have a band on hand to celebrate our anniversary. | | | |

Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05



440-516-3000

Special Event Permit Application

must be submitted seventy days prior to event

Provisions for Parking (designate where "NO Parking" signs will be used):

N/A

Just where cars are on site plan.

Please specify details of how security and traffic control will be provided:

N/A

There will be no need for traffic control.
Both entrances will be in use on 305 +
Excluded #44

Please list the location and time of any requested street closings: N/A

Street:

Time of Closure:

Street:

Time of Closure:

Street:

Time of Closure:

Will merchandise be sold at the Special Event? If yes, please describe and list any vendors being used:

N/A

Will food or alcoholic beverages be sold? If so, please describe and list any vendors being used:

Slices of pizza outside. In store business as usual.

Will any animals be used at the Special Event? If yes, please describe:

N/A

Please provide details of how the area of the Special Event will be cleaned up (if on public property): N/A

Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05

Page 12

Rev 01/2017



Willowick Building Department

440-516-3000

Special Event Permit Application

| | |
|--|---|
| | |
| Additional Required Information | |
| Provide proof that applicant possesses or is able to obtain any licenses or permits required by Codified Ordinances, other City Ordinances, or State Law for the conduct of the Special Event: | |
| N/A | |
| Please provide a sketch showing the area to be used for the Special Event together with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities: | |
| | |
| Indemnification | |
| An application for a special event permit must execute a written agreement to indemnify the city, officers and employees or secure general liability insurance policy with the coverage of not less than a one million dollars naming the ci of Willowick as an insured. | |
| | |
| Agreement and Signature | |
| I agree to abide by all the conditions herein contained and to comply with all laws and ordinances of the City Of Willowick and laws of the State Of Ohio if applicable and said agreement is a condition of said permit. | |
| Name (printed): | Frank Catanese |
| Signature: |  |
| Date: | 4-4-22 |
| Payment Information | |
| *Application Fee \$150.00 | * Permit Fee After Approval \$30.00 |

Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05

All temporary tents / canopies / structures, electrical, building, plumbing, gas piping and H.V.A.C. permits are to be obtained from the Lake County Building Department, 105 Main St., B Building Second Floor, Painesville, OH 44077. Phone #440-350-2636.

All temporary food service licenses are to be obtained from the Lake County Health Department, 5966 Heislev Rd., Mentor, OH 44060 . Phone #440-350-2543.

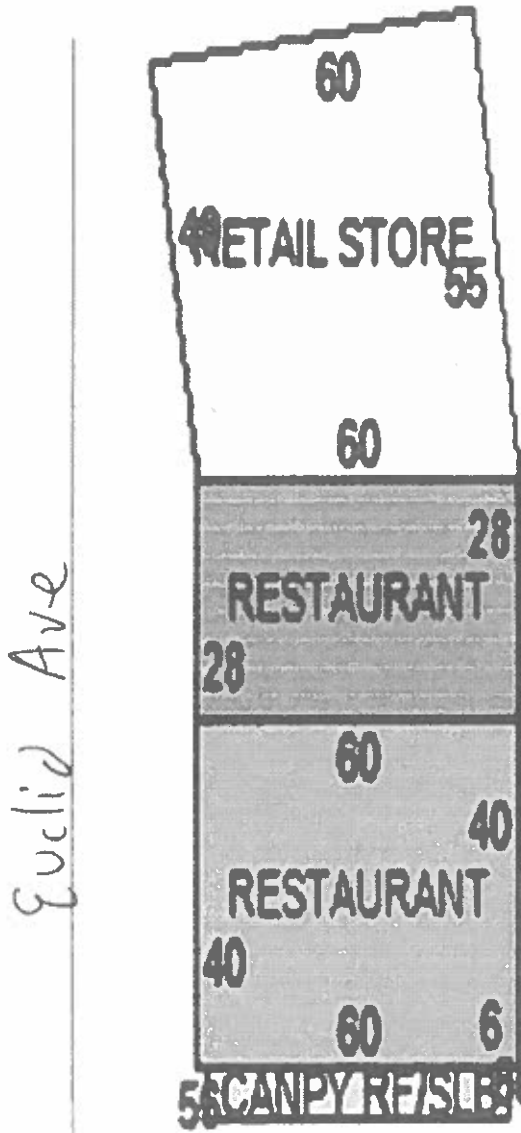
Office Use Only

Approved Date: _____

Denied Reason: _____

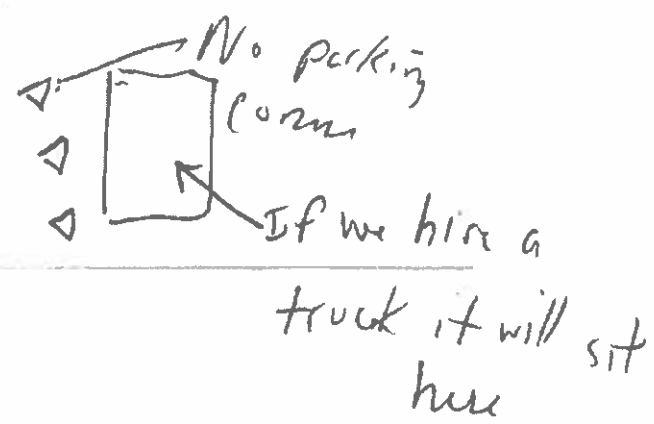
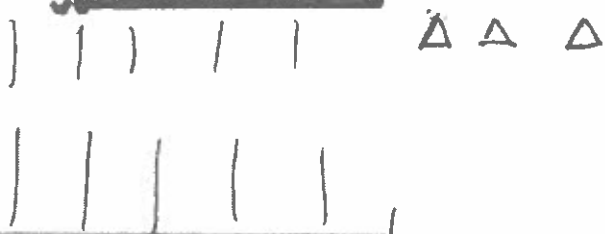
Variance Needed Reason: _____

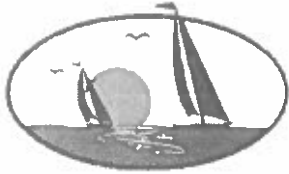
Willowick Police Dept. Approved Date: _____



Euclid Ave

East 305





SEAN BRENNAN
Chief Housing and Zoning Inspector

City of Willowick

31230 VINE STREET
WILLOWICK, OHIO 44095

BUILDING DEPARTMENT
Phone: 440-516-3000
Fax: 440-585-3776
Email: sbrennan@cityofwillowick.com

TO: Chairman Carden
Planning Commission

FROM: Sean Brennan
Chief Housing & Zoning Inspector

Date: April 4, 2022

RE: Giuseppe's Pizza – 50th Anniversary Celebration
30441 Euclid Ave
May 6th, 2022 to May 7th, 2022

They may have to obtain permits from the Lake County Building Department for temporary tents and electrical and the Health Department for their temporary food, mobile food and licenses after their approval from the Planning Commission.

Sean Brennan
Chief Housing & Zoning Inspector

CC: Mayor Regovich
Planning Commission Members
Law Director Landgraf
Chief Turner
Chief Tennyson
Service Director Shannon

Heather Boling

From: Brian Turner
Sent: Monday, April 4, 2022 10:54 AM
To: Heather Boling
Subject: RE: Giuseppe's Pizza - Special Event

Hi Heather,

I have reviewed the plans and wanted to make one recommendation. Please advise them of our noise ordinance since they stated they will be having a live band. Depending on the volume, we may receive complaints from residents, most likely from Wickliffe. Other than that, I see no concerns.

Brian C. Turner, Chief of Police
30435 Lakeshore Blvd.
Willowick OH 44095
P - 440-585-1234
F - 440-585-3770

-----Original Message-----

From: Heather Boling <hboling@cityofwillowick.com>
Sent: Monday, April 4, 2022 10:24 AM
To: Brian Turner <bturner@cityofwillowick.com>; Joseph Tennyson <jtennyson@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Todd Shannon <tshannon@cityofwillowick.com>; Don Lynn <dlynn@cityofwillowick.com>
Cc: Rich Regovich <rregovich@cityofwillowick.com>; Stephanie Landgraf <slandgraf@wilesrichards.com>
Subject: Giuseppe's Pizza - Special Event

Good morning,

Please see the attached information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within ten (10) working days of receipt, or as soon as possible.

Thanks!

Heather Boling
Building Department Secretary
City of Willowick
31230 Vine Street
Willowick, Oh 44095
P: 440-516-3000 X: 329
F: 440-585-3776
hboling@cityofwillowick.com

Heather Boling

From: Todd Shannon
Sent: Tuesday, April 5, 2022 12:19 PM
To: Heather Boling
Subject: RE: Giuseppe's Pizza - Special Event

No issue's from me.

Todd Shannon
Service Director
City of Willowick
31230 Vine St.
Willowick OH, 44095
(440)585-0963

-----Original Message-----

From: Heather Boling
Sent: Monday, April 4, 2022 10:24 AM
To: Brian Turner <bturner@cityofwillowick.com>; Joseph Tennyson <jtennyson@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Todd Shannon <tshannon@cityofwillowick.com>; Don Lynn <dlynn@cityofwillowick.com>
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Heather Boling
Building Department Secretary
City of Willowick
31230 Vine Street
Willowick, Oh 44095
P: 440-516-3000 X: 329
F: 440-585-3776
hboling@cityofwillowick.com



**City of Willowick
Fire Department**

Fire Chief Joseph Tennyson

30435 Lakeshore Blvd • Willowick, OH 44095 • Phone: 440-585-1202 • Fax: 440-585-4112

April 5, 2022

Before a special event can open and operate they need to secure an electrical permit from the Lake County Building Department and complete the necessary permit application with the Willowick Fire Department. There is no fee for the Fire Department permit but a required site inspection must be scheduled and approved before operating. The required forms that provide the required Fire Department guidelines for festival operations are listed as such, Temporary Structure Permit Application, Use of Tents, Canopies, and Membrane Structures for Outdoor Events, Cooking Regulations for Outdoor Events. They can be obtained from our web site at the following link:

Thanks.

Chief Joseph R Tennyson
30435 Lakeshore Blvd.
Willowick Oh, 44094
440-585-1202



**City of Willowick
Bureau of Fire Prevention**

30435 Lakeshore Blvd. • Willowick, OH 44095 • Phone: 440-585-1202 • Fax: 440-585-4112

TEMPORARY STRUCTURE PERMIT APPLICATION

General Information

(All entries must be made by the applicant, typed or in ink.)

Location, ownership and detail must be correct, complete and legible.

This permit does not authorize installation of any electrical or mechanical systems. Separate permits are required.

Set-up Address
Number & Street : _____

Location on Property (parking lot, etc.): _____

Owner : _____ Ph. _____
Name Street Address City State Zip

Contractor : _____ Ph. _____
Name Street Address City State Zip

Description of Work: _____

Name or Type of Event: _____

Sponsor/Owner: _____

Contact Person: _____ Phone No. _____

Date(s) of Event: _____ Time(s): _____

Cooking in Tents: Yes No
Using Electricity: Yes No
(If yes, Electrical Permit is Required from Lake County Building Dept.)

Tent Set-up Date: _____ Tent Set-up Completion Time: _____

FIRE INSPECTION IS REQUIRED

Approved by: _____ Date: _____

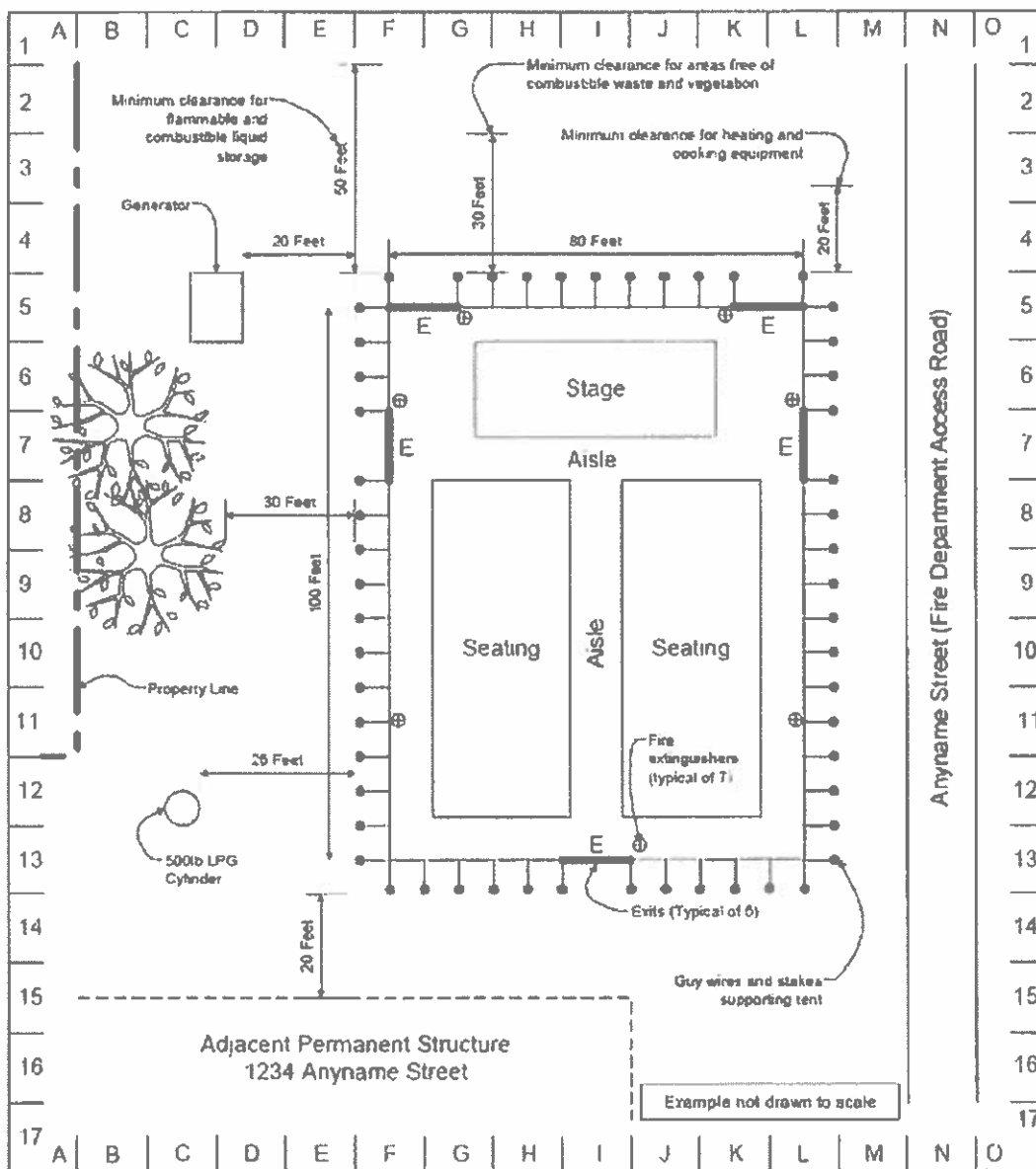
IN CONSIDERATION OF GRANTING OF THIS PERMIT, I, or we agree to hold the City of Willowick, harmless from any and all damages. I, or we, do hereby covenant and agree to construct said work in all respects in compliance with the provisions of the Statutes of Ohio and the Ordinances of the City of Willowick, and that all statements as made are correct and true, and that all orders of the Fire Prevention Bureau will be complied with.

Signature of Owner _____

Signature of Contractor or Authorized Agent _____

A COPY OF THIS APPLICATION SHALL REMAIN ON SITE ALONG WITH THE PERMIT

Sample Site-Plan




| | |
|--|-------------------------|
| Business Name Mission Enterprises Summer Concert | Date 7/4/2008 |
|--|-------------------------|

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|--|
| Address 1234 Anyname Street, Colorado Spngs, CO, 80999 |
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| | | |
|----------------------------------|----------------------------|-----------------------|
| Telephone 719-555 5555 | Fax 719-555-5556 | Page 1 of 1 |
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Site Plan

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| Business Name | | | | | | | | | | Date | | | | | | | |
| Address | | | | | | | | | | | | | | | | | |
| Telephone | | | | | | | | Fax | | | | Stage | | of | |  NORTH | |



City of Willowick Bureau of Fire Prevention

30435 Lakeshore Blvd • Willowick, OH 44095 • Phone: 440-585-1202 • Fax: 440-585-4112

CODE COMPLIANCE GUIDELINE Tents, Canopies and Membrane Structures

PURPOSE

To provide information on plan submittal and other general requirements regarding the use of tents, canopies and membrane structures according to the 2011 Ohio Fire Code (OFC). **Note: Because of the unique circumstances created by cooking operations in or adjacent to temporary tents, canopies or membrane structures, a separate bulletin has been created. Please refer to Willowick Bureau of Fire Prevention Information Bulletin "Cooking Guidelines for Outdoor Special Events".**

DEFINITIONS

Air Supported Structure. A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

Canopy. A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

Membrane Structure. An air-inflated, air-supported, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent or canopy. See Chapter 31 of the International Building Code.

Tent. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

GUIDELINES

1. *When is approval required to set-up, operate or maintain a tent, canopy, or membrane structure?*

Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first receiving approval from the Willowick Zoning Official, Willowick Fire Code Official and Lake County Building Code Official.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
 - 2.1. Individual canopies having a maximum size of 700 square feet.
 - 2.2. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
 - 2.3. A minimum clearance of 12 feet to all structures and other tents.

2. *Once I have determined that approval is required, what are the steps I need to take to obtaining it?*

- (1) Your first step will be to visit the local zoning official and apply for a "Zoning Certificate". Contractors not registered with the City will be required to do so at this time.
- (2) Once approved by zoning, you will be required to visit the local fire department and complete a Temporary Structure(s) Application.
- (3) After steps one and two have been completed, you will need to apply for a building permit through the Lake County Building Department. In order for a building permit to be issued, construction plans must be submitted for review and approval. It is highly recommended that you review the *Specific Fire Code Requirements* contained within this document prior to the preparation of construction documents. Having

the required information on your plans at the time of submittal will avoid any unnecessary delays associated with deficient documents.

3. What information / documentation will be required when applying for the building permit?

- (1) A copy of the Zoning Permit from the Willowick Zoning Official.
- (2) A completed building permit application including set up, duration and dismantling dates.
- (3) Flammability certification(s) for the fabric/membrane of the temporary structures.
- (4) Five copies (5) of a detailed site map/diagram(s) (4 copies to Lake County Building Department and 1 copy to Willowick Fire Department) including:
 - Location and dimensions of all temporary structures
 - Locations and dimensions of lot lines within 50 feet of all sides of the temporary structure
 - Uses within all temporary structures (e.g. cooking, dining, games, first aid, etc.)
 - Proposed locations of any furniture (tables, chairs, stages, etc.) or related items
 - Locations of all fire extinguishers
 - Locations and dimensions of all required aisles and exits (for occupant loads of 50 or more).
 - Locations and distances to all permanent structures within 50 feet of all sides of the temporary structures
 - Locations of all adjacent vegetation and/or other combustible materials
 - Locations of fire lanes/fire department access roads
 - Locations, sizes and types of any flammable/combustible liquid/gas tanks (e.g. propane tanks)
 - Locations and types of any/all heating equipment
 - Locations and types of all electrical equipment

4. Once approved, who will be issued the building permit?

The building permit will be issued to the general contractor who must be registered with the Lake County and City of Willowick Building Departments.

SPECIFIC FIRE CODE REQUIREMENTS

1. Fire Access Roads (Fire Lanes): When are they required?

If any rides, concession stands, or other structures are greater than 150' from a dedicated road or street, then a fire apparatus road shall be provided. The intent of this requirement is to provide the fire department sufficient access to buildings to enable efficient fire suppression and rescue operations.

Fire access roads shall have an unobstructed width of 20' and an unobstructed vertical clearance of 13' 6". Fences or barricades must be approved in advance by the fire code official.

2. **Location of Temporary Structures:** *Do tents, canopies or membrane structures have to be separated from other temporary structures and/or buildings?*

Yes, but there are exceptions. In general, tents, canopies or membrane structures shall be separated by a minimum of 20 feet from lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. When determining the required distances, support ropes and guy wires shall be considered as part of the structure. By requiring 20 feet of clear ground around the structure, you are reducing the likely-hood that flying embers created by a fire would endanger other structures or public traffic ways.

Exceptions to the separation requirements are as follows:

1. Separation distance between membrane structures, tents and canopies not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.
2. Membrane structures, tents and canopies need not be separated from buildings when all of the following conditions are met:
 - 2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet.
 - 2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the building code.
 - 2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.
 - 2.4. Fire apparatus access roads are provided.

3. **Fire Breaks:** *When do I have to provide a fire break?*

When the fire code official determines that a tent, canopy or membrane structure presents a significant or unusual life or fire hazard, a fire break passageway of not less than 12 feet shall be created and maintained on all sides of the temporary structure. The intent of this provision is to provide easy access for emergency personnel and/or to create an open space into which flaming embers or other debris can fall without endangering other structures or public traffic ways. (See Code Compliance Guideline "Cooking Regulations for Outdoor Special Events").

4. **Anchorage Requirements:** *Why is anchorage required and who is responsible for assuring that tents, canopies or membrane structures are installed and anchored properly?*

The fire and building codes require that tents, canopies or membrane structures and their appurtenances be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request. Normally, this information should be made available by your tent purveyor and/or general contractor.

5. **Smoking:** *Can the occupants of a tent, canopy or membrane structure smoke?*

No. Smoking is not to be permitted in tents, canopies or membrane structures. Allowing occupants to smoke within the structure creates an ignition hazard that cannot be easily controlled or monitored. Because smoking is prohibited, approved "No Smoking" signs shall be conspicuously posted in all structures where the public can be expected to gather and or other areas where an ignition hazard exists. In areas where smoking is permitted, suitable noncombustible ash trays or match receivers shall be provided on each table and at other appropriate locations.

6. **Open or Exposed Flames:** What does this requirement refer to and how does it regulate what I'm allowed to do within or near a tent, canopy or membrane structure?

This requirement addresses open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or cooking device or any other unapproved devices. Devices of this type are not permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

7. **Fireworks:** Are there specific requirements for the use of fireworks?

The only time fireworks are permitted is when they are part of a pre-approved firework exhibition. Separate permits are required.

8. **Spot Lighting:** Can spot lights or lighting effects be used within tents, canopies or membrane structures?

Yes, provided that the device(s) are electric and all combustible construction located within 6 feet of such equipment is protected with approved noncombustible insulation not less than 9.25 inches thick. Spotlights can generate considerable heat and must be protected accordingly to prevent them from becoming an ignition hazard.

9. **Portable Fire Extinguishers General (i.e. those not used for protection of cooking equipment):** Where are fire extinguishers required and what type?

Portable fire extinguishers shall be provided in accordance with the following:

- For every 3,000 square feet – provide one 2A:20BC (ABC) rated fire extinguisher.
- Travel distance to any extinguisher shall not exceed 75 feet.
- At least one 40 B rated fire extinguisher shall be provided for each generator, transformer or location with flammable or combustible liquids.
- Fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use.
- Fire extinguishers for cooking operations are addressed in a separate document. (See Code Compliance Guideline "Cooking Regulations for Outdoor Special Events").

10. **Flammable and Combustible Liquids:** What regulations apply to the storage, handling and use of flammable and combustible liquids in tents, canopies or membrane structures?

Because of the unique nature of the structures regulated, it is vital that the storage, handling and use of hazardous materials in or around such structures be carefully regulated. With that said, the use of flammable-liquid-fueled equipment shall not be permitted in tents, canopies or membrane structures. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents, canopies or membrane structures. Refueling of equipment shall be performed in an approved location not less than 20 feet from the structures.

11. **Electrical:** What requirements need to be met for electrical installations and/or appliances?

All outside electrical receptacles, switches, and associated equipment shall be of the type approved for damp or wet locations and installed in accordance with NFPA 70 National Electric Code. Separate permits through the Lake County Building Department are required.

12. **Generators:** Do generators require any special separation distances and do they need to be isolated from the public?

The answer to both questions is yes. Generators and other equipment driven by internal combustion engines must be kept separate from the membrane structure by a minimum of 20 feet to minimize fire hazards should the generator or other equipment fail and catch fire. The isolation requirement is intended to keep both the public from coming in contact with hazardous equipment and protect the equipment from vandalism or accidental damage by the public.

13. **Waste Material:** *What are the housekeeping requirements for tents, canopies or membrane structures?*

The floor surface inside tents, canopies or membrane structures and the grounds outside and within a 30-foot perimeter shall be kept clear of combustible waste and/or vegetation. Combustible waste shall be stored in approved containers until removed from the premises.



**City of Willowick
Bureau of Fire Prevention**

30435 Lakeshore Blvd. • Willowick, OH 44095 • Phone: 440-585-1202 • Fax: 440-585-4112

TEMPORARY STRUCTURE APPLICATION Form

General Information

(All entries must be made by the applicant, typed or in ink.)

Location, ownership and detail must be correct, complete and legible

This permit does not authorize installation of any electrical or mechanical systems. Separate permits are required.

Set-up Address
Number & Street : _____

Location on Property (parking lot, etc.): _____

Owner : _____ Ph. _____
Name Street Address City State Zip

Contractor : _____ Ph. _____
Name Street Address City State Zip

Description of Work: _____

Name or Type of Event: _____

Sponsor/Owner: _____

Contact Person: _____ Phone No. _____

Date(s) of Event: _____ Time(s): _____

Cooking in Tents: Yes No

Using Electricity: Yes No
(If yes, Electrical Permit is Required from Lake County Building Dept.)

Tent Set-up Date: _____ Tent Set-up Completion Time: _____

FIRE INSPECTION IS REQUIRED

Approved by: _____ Date: _____

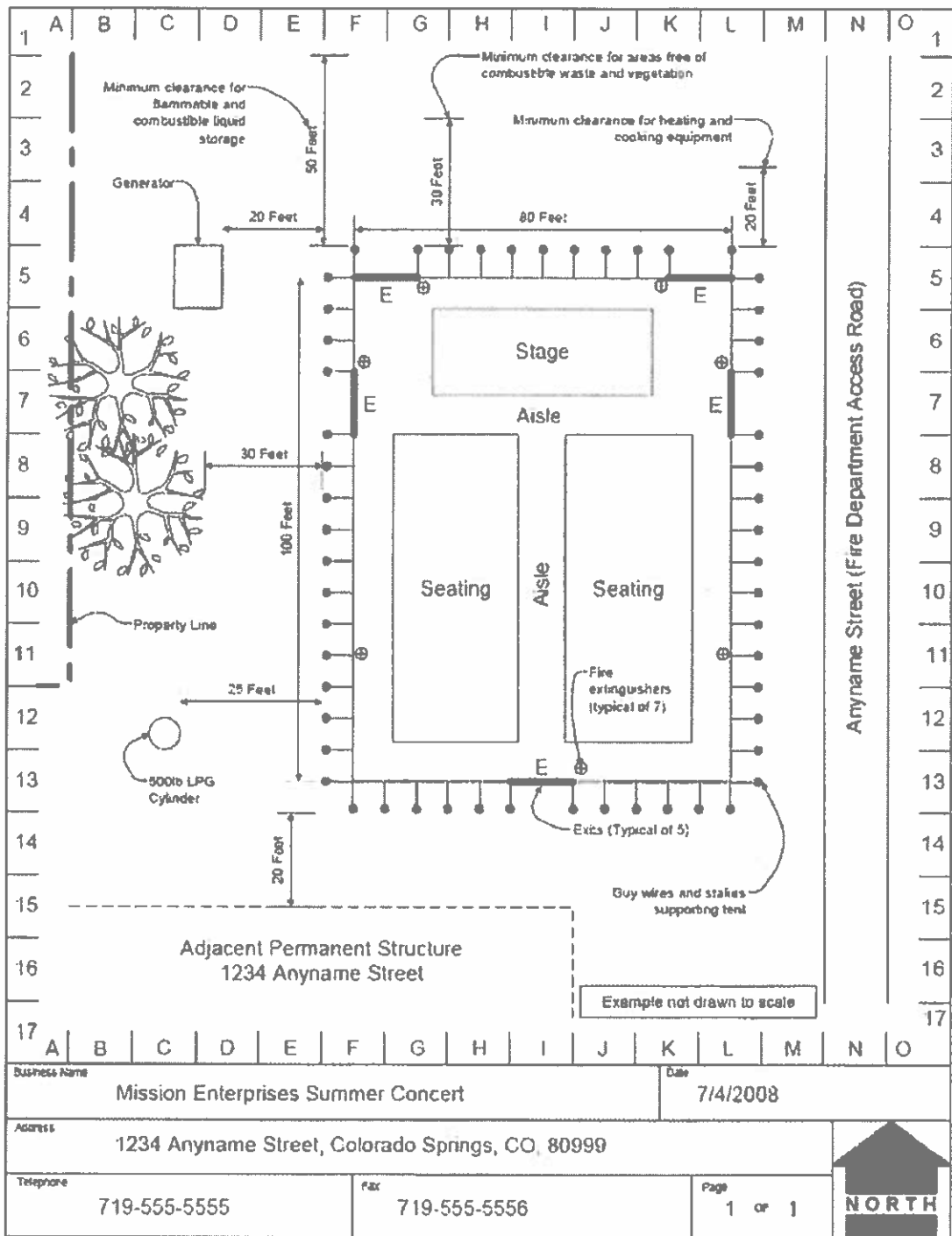
IN CONSIDERATION OF GRANTING OF THIS PERMIT, I, or we agree to hold the City of Willowick, harmless from any and all damages. I, or we, do hereby covenant and agree to construct said work in all respects in compliance with the provisions of the Statutes of Ohio and the Ordinances of the City of Willowick, and that all statements as made are correct and true, and that all orders of the Fire Prevention Bureau will be complied with.


Signature of Owner

Signature of Contractor or Authorized Agent


A COPY OF THIS APPLICATION SHALL REMAIN ON SITE ALONG WITH THE PERMIT

Sample Site-Plan



| | | | | | | | | | | | |
|---|--|--|--|----------------------------|--|--|--|-----------------------|--|---|--|
| Business Name Mission Enterprises Summer Concert | | | | | | | | | | Date 7/4/2008 | |
| Address 1234 Anystate Street, Colorado Springs, CO, 80999 | | | | | | | | | | | |
| Telephone 719-555-5555 | | | | Fax 719-555-5556 | | | | Page 1 of 1 | |  NORTH | |

Site Plan

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| Address | | | | | | | | | | | | | | | | |
| Telephone | | | | | | | Fax | | | | | Page of | | | |  NORTH |



City of Willowick Bureau of Fire Prevention

30435 Lakeshore Blvd • Willowick, OH 44095 • Phone: 440-585-1202 • Fax: 440-585-4112

CODE COMPLIANCE GUIDELINE Cooking Regulations for Outdoor Special Events

It is the commitment of the Willowick Fire Department to help provide a safe environment for both booth operators and the general public. In order to achieve this, the following requirements shall be in place when utilizing portable barbeques, open flame stoves, deep fat fryers, or any other appliance that generates grease laden vapors, etc. Fire Department personnel will inspect venues before and during the event to assure compliance.

DEFINITIONS:

Tent: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. Tents having an area in excess of 200 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Lake County Building Department and an inspection from Willowick Fire Prevention Bureau.

Canopy: A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter. Canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Lake County Building Department and an inspection from Willowick Fire Prevention Bureau.

Cooking Booth: A structure (tent, canopy, or other construction) where food is prepared by heating or cooking processes such as, but not limited to, grilling, frying, barbecuing, deep fat frying, baking, broiling, boiling, or steaming.

Vendor Booth: All booths, tents, and canopies except cooking booths. Vendor booths may be used for a variety of purposes.

BOOTH CONSTRUCTION AND LOCATION:

- All fabrics or membranes covering cooking booths shall be composed of flame-resistant material or be treated with a flame retardant meeting the flame propagation performance criteria of NFPA 701. Documentation or proof of flame-resistance is required.
- The use of recreational tents for cooking booths is not permitted.
- High heat cooking appliances or those that produce grease laden vapors shall be restricted to free standing canopies with no sides attached during cooking activities.
- Cooking booths shall be separated from other non-cooking tents, canopies, or other structures by a minimum of 20 feet.
- No more than 9 consecutive cooking booths with a total area not to exceed 900 square feet shall be used unless a 12 foot fire break is placed between such sections.
- Cooking booths shall be provided with a minimum of two exits unless otherwise approved by the fire code official. Booth exit opening(s) shall be a minimum of 3 feet in width.
- Cooking booths are limited to single booth rows only. Back-to-Back rows are not permitted.
- Booths shall be constructed in a manner to provide necessary structural integrity. Booth construction shall be subject to approval by the fire code official.
- Occupancy within the cooking booth shall be restricted to those persons necessary for food preparation only. Food may be served from the outer edge of the booth.
- Booth material shall be checked daily for accumulation of grease and any such accumulation shall be immediately removed.

COOKING EQUIPMENT

1. General Requirements

- Cooking devices shall be isolated from the public by at least 5 feet. A physical barrier to maintain this distance shall be provided.
- If cooking appliances are utilized on a table, the table shall be flame-resistant, or a flame-resistant covering shall be placed under the appliance.
- Cooking equipment shall not be located near the cooking booth exit. This is to protect the booth's exit path in the case of an accidental fire.
- Only electrically powered warming devices shall be used within vendor booths, or in tents, canopies or membrane structures that are used for any other purpose besides cooking. These devices are limited to situations that do not pose a risk to occupants involved in other activities within the structure.
- Exposed open flame cooking devices 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 tents, canopies or membrane structures unless approved by the fire code official.
- All cooking equipment shall be listed for commercial use.

Deep Fat Frying

- Deep fat frying operations shall be restricted to free standing canopies with no sides attached during cooking activities.
- Where deep fat fryers are installed adjacent to exposed open flame cooking devices they shall be separated by 16 inches or a non-combustible baffle at least 8 inches in height.

Solid Fuel Devices (Wood or Charcoal)

- Cooking devices that use wood or charcoal for fuel shall be not be used within booths, tents, or canopies without an approved exhaust hood as required by the Ohio Mechanical Code.
- Only commercially sold lighter fluid, electric starters, or kindling shall be used to ignite wood or charcoal fueled equipment. No gasoline or kerosene shall be used.
- Solid fueled cooking devices shall be kept away from combustible materials. The distance shall be dependent on the size of the cooking equipment and shall be approved by the fire code official.

Electric Cooking Equipment

- Electric cooking equipment would include microwave and electric ovens, electric steam tables, and electric cook top griddles.
- All extension cords shall be listed and of the 3-wire grounded type.
- Extension cords shall be protected from foot traffic.
- Gasoline powered generators shall not be used in booths, tents, canopies or membrane structures.
- If electrically powered cooking appliances are utilized on a table, the table shall be flame-resistant, or a flame-resistant covering shall be placed under the appliance.
- Electrical cooking equipment shall comply with the building code and NFPA 70.

Steam Tables

- Steam tables which do not pose an ignition hazard shall be approved.

Warming Trays

- The use of gel fuel (Sterno) may be used within cooking booths provided no ignition hazard exists.

LPG (Liquefied Petroleum Gases)

- LPG tanks shall be supplied with a shut-off valve.
- Tanks shall be closed when cooking equipment is not in use.
- Hoses shall be of a type approved for use with LPG equipment.
- Tanks shall be protected from damage and secured in the upright position.
- All LPG equipment connections shall be tested for leaks prior to use. This may be done with a soap and water solution.
- All LPG gas cylinders not in use with cooking equipment shall be stored outside the cooking booth in a secure location and be protected against tampering, damage by vehicles or other hazards.
- LPG gas cylinders with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.
- LPG gas cylinders with a capacity of more than 500 gallons shall have a minimum separation between the container and structure of not less than 25 feet.
- LPG gas cylinder relief valves shall be pointed away from the structure.

Fire Extinguishers

- For all cooking operations that do not use vegetable or animal fats and oils, a minimum 2A:10BC rated fire is required.
- All solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet or less in volume shall have a minimum 2.5-gallon or two 1.5-gallon Class K wet-chemical portable fire extinguishers located within 30 feet of the cooking appliance.
- Where cooking operations involve the use of vegetable or animal fats and oils, Class K fire extinguishers shall be provided in accordance with the following:
 - For up to four fryers having a maximum cooking medium capacity of 80 pounds each:
 - One Class K portable fire extinguisher of a minimum 1.5 gallon capacity.
 - For every additional group of four fryers having a maximum cooking medium capacity of 80 pounds each:
 - One additional Class K portable fire extinguisher of a minimum 1.5 gallon (6 L) capacity shall be provided.
 - For individual fryers exceeding 6 square feet in surface area:
 - Class K portable fire extinguishers shall be installed in accordance with the extinguisher manufacturer's recommendations.
- The required portable fire extinguisher(s) shall be provided within a 30-foot travel distance of the cooking equipment.
- All self contained cooking trailers with fire suppression systems shall have a current inspection tag displayed in a conspicuous location.
- All extinguishers shall be located in a conspicuous location and be readily accessible for immediate use. Extinguishers shall be unobstructed and shall not be obscured from view.
- Portable fire extinguishers shall be inspected annually and shall have a current inspection tag.

Electrical

- Only listed power strips with circuit breaker protection are allowed as multi-plug adapters.
- All extension cords shall be listed and of the 3-wire grounded type.
- Extension cords shall be protected from foot traffic.

Housekeeping

- Trash containers shall be emptied regularly.
- Combustible materials shall not be allowed to accumulate so as to cause a fire hazard.
- All cooking surfaces shall be cleaned to prevent the accumulation of grease.

General Fire Safety Tips

- Know where fire extinguishers are and how to use them.
- Do not leave cooking unattended.
- Do not wear loose-fitting clothing while cooking.
- In case of an emergency, dial 9-1-1.

This information sheet provides the minimum requirements for exterior cooking booths. Additional fire and life safety requirements may be necessary depending on the particular situation. These requirements will be at the discretion of the fire code official. During fire department inspection vendors should be prepared to make any necessary changes in order to comply with these requirements.