



REQUIREMENTS – PLEASE READ EACH CAREFULLY

Special Event permit must be filed with the River Walk Center **no less than 60 days** prior to event. Please read through carefully.

- ADVERTISING** – Any and all printed, internet, television, radio advertising **must** indicate “**FREE PARKING**” for any public city property. There is no parking on rights-of-way or private property and will be ticketed by Code Enforcement.
- TENT ***additional fees required*** **Must be completed no less than two weeks prior to event****
Tent permit: Each tent exceeding 900 sq ft will need: *****No tents will be attached or side-by-side. If having more than one (1) tent, there must be 10’ distance between tents.*****
 - 1) **St. Lucie County Fire District tent permit (5160 Milner Drive, Port St. Lucie, 772-621-3400, \$72.50**
cash or check, Monday – Friday)
 - 2) a copy of the Certificate of Flame Resistance;
 - 3) City Tent permit through Building Department 772-467-3188.
- FOOD TRUCKS - St. Lucie County Fire District requires inspections of ALL food trucks**
Per *St. Lucie County Fire District Fire Prevention Code and Fee Schedule Resolution No. 690-20*;
All food trucks must be inspected after setup and prior to event starting. The organizer of the event must call for an appointment with the SLC Fire District at (772) 621-3322 and is responsible for **any and all** fees prior to an inspection and approval. If no inspection is completed prior, the Fire Department and Police Department will ask the food truck to vacate the event.
- INSURANCE **must be received a minimum of two weeks prior to event.****
Event with NO alcohol: Liability insurance naming the **City of Fort Pierce as an additional insured**, in the minimum amount of \$500,000 obtained privately.
Event with alcohol: Liability insurance naming the **City of Fort Pierce as an additional insured**, in the minimum limits of \$100,000 per person and \$200,000 per event, with liquor liability coverage of sale and/or consumption of alcohol during event, obtained privately.
- ALCOHOL PERMIT**
Consumption only (no sales): City alcohol permit, Non-Profit \$25.00 Profit: \$50.00
Sales and consumption: 1) City alcohol permit, Non-Profit \$100, 2) State required Temporary Alcohol Beverage Permit issued by **DBPR at 111 S. Sapidilla Avenue, Suite 111, West Palm Beach, FL 33401** (\$25 Non-Profit: FL Business license extension), Non-Profit permit must be signed by Dept. of Revenue, Benton Building, suite 207-B (no charge), Permits must be signed by City Zoning Dep. City Hall, 2nd Fl (\$25). A representative of the organization or business must sign. *Profit group: See ordinance *****If a business is applying for a temporary extension of their alcohol license to sell or consume alcohol outside of their business footprint, we **MUST** receive the DBPR approval permit two weeks prior to scheduled event.***
- POLICE SECURITY**
Crowd Control: Your application will be reviewed, and you will arrange the hiring of police for crowd control at your own expense through the FPPD, Off-Duty Detail (772) 467-6858. **Payment must be made to FPPD at least 7 days prior to event.**
Police Cancellation Policy Employers are permitted to cancel an off-duty assignment, without incurring any costs, under the following conditions:



1. The vendor must make **personal contact** (either via phone or in-person) with the Off-Duty Detail Coordinator and inform him/her that they wish to cancel the Off-Duty Detail (office number is (772) 467-6858 or (772) 467-6881 Monday-Friday 8:00AM–4:00PM).
2. If the Off-Duty Detail Coordinator is unavailable, **personal contact** must be made with the On-Duty Road Patrol Supervisor by calling the 9-1-1 non-emergency number at (772) 465-5770.
3. This personal contact notification to cancel a detail must be done within twenty-four (24) hours of the start time of the Off-Duty Detail.
4. If notification of cancellation of the Off-Duty Detail is not made as required by this policy, then the vendor must pay the employee assigned to work the Off-Duty Detail the minimum 3-hour pay per officer at the Off-Duty Detail rate. As long as the vendor makes notification to the agency within the required time limits, they will not have to pay the 3-hour minimum required.
5. If the time worked is less than one-half (1/2) of the assigned time, the officer will be paid for the time worked or a minimum of three (3) hours, whichever is greater. If the time worked is greater than half (1/2) of the assigned time, the officer will be paid for the full time of the assignment scheduled.

SANITATION ****Payment received at River Walk Center for dumpster rental****

Trash Barrels: One trash barrel for every 100 participants is recommended. Event organizers are **responsible** for obtaining their own trash barrels **and** bags; **and** disposing of all trash and cleaning of entire area **during** and **after** event.

Dumpster: A dumpster is required at each event site. Some sites may have a city dumpster available.

- o 500 participants or less: 4CY = \$140.00
- o 500-1000 participants: 8CY = \$180.00
- o 1000 participants or more: 8CY/1000 people = \$180.00 ea.

Portable Toilets: Must provide adequate portables at own expense, at least 1 for every 100 people.

STREET CLOSURE ****additional \$25.00 fee required****

Events with Street Closure: display street closure from Point A to Point B, with color coding (red for closed, green for detour). Survey of affected residents/businesses.

City Street: Barricades will be provided by the Public Works Department. Required: one for each lane of closed traffic, from point A to point B, additional barricades for other barrier needs may be rented as well.

State Road: Barricades will be provided by the Public Works Department (772) 467-3794. Required: one for each lane of closed traffic from point A to point B, additional barricades for other barrier needs may be rented as well. Also, 4 original Department of Transportation Requests for Road Closure forms are required.

DIAGRAMS

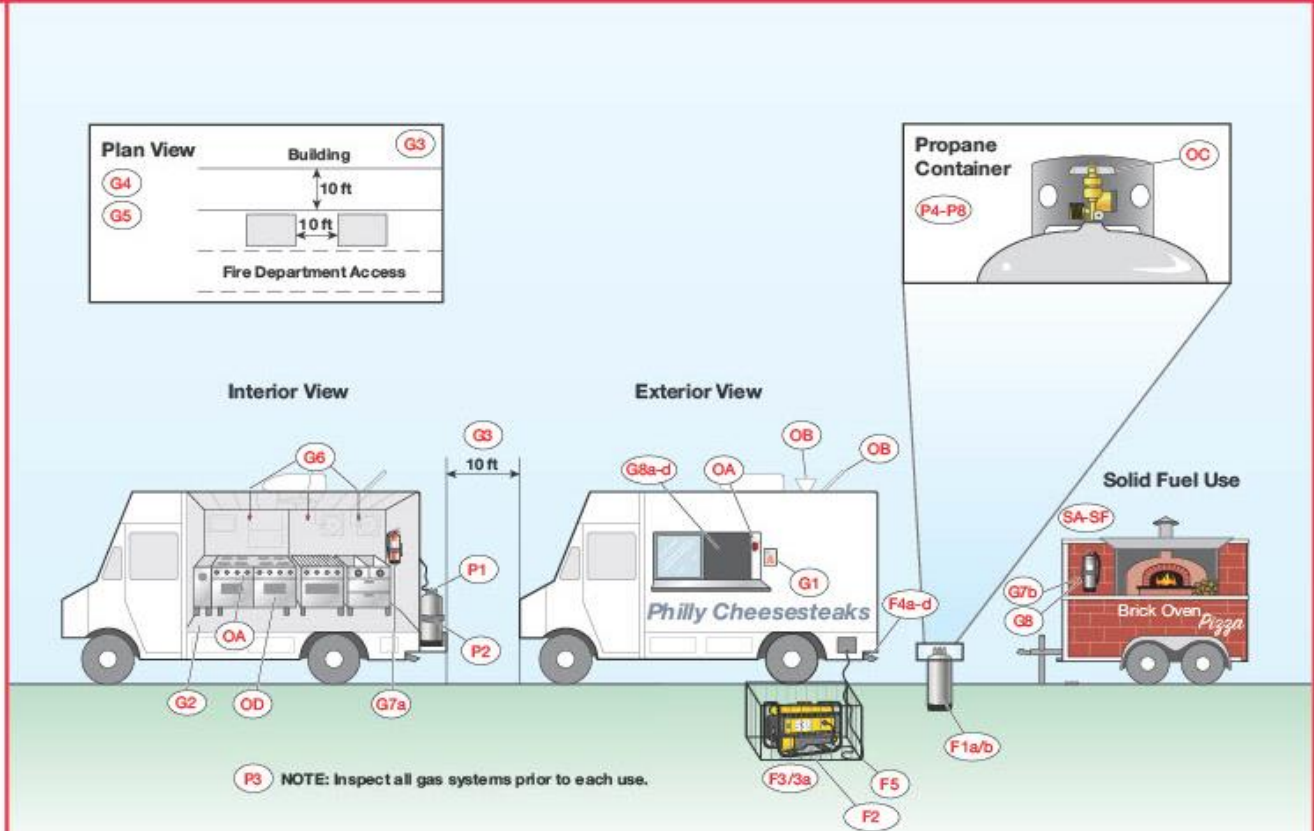
Diagram of Event: display event layout: vendors, alcohol, stage, bounce houses, portable restrooms, tents, food trucks, etc.

ELECTRICITY ****additional \$50.00 fee per day required****

- SIGNS** Temporary *signs* advertising events may be installed subject to an approved sign permit issued under [section 12-301](#) of this Code. No special event *signs* may be located within a public right-of-way, except as specifically authorized herein. The *signs* may be in the form of freestanding *signs* no larger than six (6) square feet, flags, banners, pennants, or balloons and exhibited only for that period of time specified on the special event permit. The number of special events *signs* shall not exceed seventy-five (75) *signs*. **Permit fee is \$50.00 for up to 75 stickers obtained at City Hall, Code Enforcement office.**



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:112.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10] **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **Fla**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **Flb**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:8.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70: [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70*, *National Electrical Code*®, 2020 Edition
 - *National Electrical Code® Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



IT'S A BIG WORLD.
LET'S PROTECT IT TOGETHER.™

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

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