

Food Service Vendor Requirements

The following information is provided to inform all food service vendors of the requirements to operate in Hanover County and the Town of Ashland. The requirements have been set and will be enforced by the Hanover County Fire Marshal's Office, in accordance with the Statewide Fire Prevention Code (SFPC). The Hanover County Fire Marshal's Office will inspect food service vendors upon request, at established events, and at times unannounced in various locations in which food service vendors are operating. It is the responsibility of food service vendors to ensure they are familiar with the requirements and in compliance at all times. Operating permits may not be issued, or may be revoked for failure to comply. Food service vendors wishing to arrange an inspection as a requirement of any other process must contact the Fire Marshal's Office a minimum of five (5) business days in advance.

Fire extinguishers

- A fire extinguisher rated for class A, B, and C fires is required for all food vendors that prepare food with a heating process. Extinguishers must be a minimum size of 2A: 5B, C. Extinguishers must be placed within 30 feet of commercial cooking equipment, and no distance from any location within the designated area shall exceed 30 feet of travel distance to an extinguisher. (SFPC 906.3)
- All extinguishers must be in a conspicuous location and accessible at all times. (SFPC 906.5, 906.6)
- All extinguishers are required to be serviced annually in accordance with NFPA 10 and tagged appropriately by a certified service company (SFPC 906.2). Food service vendors may purchase a new extinguisher in lieu of having an extinguisher tagged by a certified service company. Extinguishers that are not tagged by a certified service company must have a copy of the receipt attached to the extinguisher body not obstructing the operating instructions or identification markings. The receipt must show that the extinguisher was purchased within one year of the event. All extinguishers must be fully charged and in a condition that would not prohibit operation in the event of an emergency. If an extinguisher is utilized it must be replaced before operations can resume.
- Cooking equipment that utilizes solid fuels or vegetable or animal oils and fats also require that a K Class fire extinguisher be present within 30 feet of cooking appliances. (SFPC 904.11.5)

Tents and other membrane Structures

- Tents over 900sqft require an inspection from both the Hanover County Building Inspectors Office and the Hanover County Fire Marshal. Requirements for a tent of this size are more stringent and will not be covered in this document. Additional information can be obtained by contacting the Hanover County Fire Marshal's Office, and or the Hanover County Building Inspector's Office. Tents over 900sqft require a Fire Code Permit at a cost of \$150.00, there may also be additional fire code permit fees associated with the process, as well as fees associated with requirements of the Building Official.
- Any tent involved in cooking must have a minimum separation of 20 feet between the cooking tent, and any structures, other tents or membrane structures. (SFPC 3103.8.2)
- Open flame or devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved device shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the Fire Code Official. (SFPC 3104.7)
- Heating or cooking equipment , tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in related mechanical and fuel gas codes and approved by the Fire Code Official. (SFPC 3104.15.1)
- Cooking and heating equipment shall not be located within 10 feet of exits or combustible material. (SFPC 3104.15.3) A waste management plan is recommended to ensure that combustible material is not permitted to accumulate in areas that are prohibited.
- The floor surface inside tents or membrane structures and the grounds outside and within a 30-foot perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. (SFPC 3104.22)
- LP-gas cylinders shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. (SFPC 3104.16.2)
- Portable LP-gas containers, piping, valves and fittings shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement. (SFPC 3104.16.3)
- Flammable liquid fueled equipment shall not be used in tents or membrane structures. (SFPC 3104.17.1)
- Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or membrane structures. (SFPC 3104.17.2)
- Refueling shall be performed in an approved location not less than 20 feet from tents or membrane structures. (SFPC 3104.17.3)
- Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or approved means. (SFPC 3104.19)
- Egress paths must be maintained to permit for the immediate evacuation to open air. Combustibles, hot liquids, open flames shall not be stored next to an egress path.
- **The public shall not be allowed under any portion of a tent used in the preparation of food.**

Automatic fire-extinguishing systems

- Any automatic fire-extinguishing system installed shall be inspected and tested according to the appropriate referenced standards. (SFPC 904.4, 904.11.6)
- **New in 2017. Copies of inspection records must be submitted to the Hanover County Fire Marshal's Office prior to an inspection taking place. Automatic fire-extinguishing systems shall be inspected bi-annually and in compliance with referenced standards. A copy of the report provided by the certifying company shall be on site at events and made available upon request. (SFPC 904.11.6.2, 901.6.2)**

Miscellaneous

- Any compressed gas cylinder must be secured to prevent falling and some provision must be in place to prevent unauthorized personnel from tampering with the cylinder. (SFPC 5303.5) The securing of compressed gas cylinders to the legs of typical pop up tents will not be accepted.
- Compressed gas cylinder and tank valves shall be protected from physical damage by means of protective caps, collars or similar devices. (SFPC 5303.6)
- Electrical hazards must be removed. Wiring, devices, appliances and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used. (SFPC 605.1) Extension cords must be of an appropriate size for the appliances being utilized.
- Extension cords shall be maintained in good condition without splices, deterioration or damage. (SFPC 605.5.3)
- Open junction boxes and open-wiring splices are prohibited. (SFPC 605.7)

For questions regarding the requirements outlined in this document, to schedule an inspection, or submit required documentation, please contact the Hanover County Fire Marshal's Office at 804-365-6195 or by email at fmo@hanovercounty.gov. When sending emails please include mobile food vendor in the subject line.