Hartnell Community College District
Open Flame Permit for Events
Special Events & Open Flame / Cooking / Mobile Food Truck

The Hartnell Community College District will require an Open Flame/Cooking Permit application form for those who BBQ or bring in Mobile Food Truck(s) to the Main Campus or the Alisal Campus. At least 30 calendar days advance notice is required to the proposed event.

CFC105.5.34 Open Burning An operational permit is required for kindling or maintaining of an open fire or a fire on any public street, alley road, or other public or private ground. The following instructions and stipulations of the permit shall be adhered to:

A fire permit is required for events with the following conditions:

- Use of space on campus in capacity other than its normal use
- Cooking with use of tents or canopies
- Blocking a roadway, walking pathway or plaza use for access by emergency vehicles
- Use of any kind of open flame (cooking devices)
- Use of compressed gas cylinders in vendor booths, cooking devices or any other function

When planning your Special Open Flame event;

- Schedule your event date for approval on the online Coursedog scheduling application form.
- On the form you will select Food Services Open Flame (30 days notice), the Open Flame Application form is on the right side of the page to complete and uploaded. Make sure the mobile food truck vendor you are using is on file with the Hartnell Business Office which will include their Business License and COI certificate of liability insurance w/endorsement naming Hartnell College on their policy. If so, just note Vendor (name) is on file; if not, paperwork needs to be completed and filed with the Business Office.
- Your request will be reviewed by the Event Coordinator and if needed by the Vice President for Administrative Services for the designated locations which are the asphalt paved areas to hold an open flame vendor. A site map to include where the BBQ or mobile vehicle area that the college has designated. The approved application and facilities permit # will be forwarded to the City of Salinas Fire Department Fire Prevention Office for their review. **At least 30 calendar days advance notice is required.** As they review for approval, they will schedule the inspection and will contact the person requesting the permit. An inspector will arrive promptly to do the inspection and sign off. If the vendor is late this may cause a delay to hold the event/open flame.

It is the responsibility of the event organizers to ensure that vendors are aware and comply with all regulations and requirements for the permit. If fire and life safety violations are found, event organizers will be given an opportunity to remediate and meet all pertinent compliance requirements. for compliance requirements.

California Fire Code 105.6.32 Open Flame

1. Maintain Fire Department access to on-site structures and equipment
2. Maintain egress to the public way
3. Provide fire extinguisher rated @ 2A 10BC with current certification/service tag
4. Maintain open flame clearance 10 feet from all combustible material
5. Charcoal and wood barbeque cooking not allowed inside booth
6. LPG fuel and high-pressure bottle shall be secured
7. Trash accumulation in cooking area shall be removed regularly to an approved location

NOTICE: The Fire Department may revoke this permit in the event that any condition, restriction or limitation of the permit has been violated or is being violated, or that any one of the standards specified in the International Fire Code, Title 24 part 2, or the Salinas Municipal Code as it pertains to the approved permit(s) has not been satisfied. This permit must be kept on-site and available for review by any Fire Department Officer or City Official upon Request.

Additional fees may be assessed after the event, due to additional staff time required.