

Important Note from the City of Hillsboro Fire Dept: There will be a fire inspector on-site during the event. Please ensure your group follows the rules below with regards to fire safety. If violations are found, we run the risk of the event being shut down by the City of Hillsboro.

Tents/Booths/Stand

- No smoking signs posted where propane is in use. 2022 OFC 3107.3, 310.2
- Cooking operations are at least 20 feet from non-cooking tent/booth/stand 2022 OFC 3107.4
- Combustible vegetation, trash, and debris are not stored in and around tent/booth/stand. 2022 OFC 3107.18, 3107.19
- Tent has fire resistant certification label attached or available certificate. 2022 OFC 3104.3
- Tent weights of 25 pounds per leg are required. Accepted types of weights are shown below.
- PVC style weights must be hung from the roof support of the canopy with the weight resting on the ground (policy revised February 2019).
 - 144 square feet or less requires 25 pounds per leg or manufacturer's recommendation, whichever is greater.
 - 144 to 700 square feet requires 40 pounds per leg or manufacturer's recommendation, whichever is greater.
 - 701 square feet or greater requires approved documentation of structural stability. 2022 OFC 3103.9
 - If tents are lashed together, the total square feet are used to determine the weighting requirements.



PVC pipe filled with concrete (5"x30") creates a weight of 40 to 50 pounds. A PVC cap with a hole drilled in the top creates a good place to bolt an eyehook to hang it. These need to be hung by rope and not by bungee cords.



Sand weight bags or similar products that provide the required weight and are designed for use.

Fire Extinguishers

- Non-cooking vendors – ABC type dry chemical (minimum rating of 2-A:10-B:C) distributed at no more than 75 feet travel distance. 2022 OFC 3106.4.4
- Cooking with oil of more than 1 inch in depth requires a Class K fire extinguisher. Cooking with no oil or a depth of less than 1 inch requires a 2-A:10-B:C extinguisher. 2018 NFPA 10 6.3.1.1, 6.6.1
- Fire extinguisher(s) are new or in good working condition with current service tags. 2018 NFPA 10: Chapter 7
- Additional fire extinguishers may be required by the fire code official, or travel distances may be reduced based on identified hazards

Electrical

Extension cords are not less than a 14 gauge (min. 15 amp rated) with three conductor grounded plug and receptacle or are sufficient gauge wire and type to serve the rated capacity of the appliance/equipment. 2022 OFC 603.6
Electrical wiring, devices, appliances, and other equipment are in good working condition without splices, deterioration, or damage. No modified or damaged equipment is used. 2022 OFC 603.2, 603.2.1

Flammable and Combustible Fuels

- Generators or fuel fired equipment are located at least 10 feet from tent or stand. Generators shall not be fueled while running or hot. 2022 OFC 1204.8, 3106.6.2
- Generators shall not be within 5 feet of a building opening 2022 OFC 1204.5
- Generators shall have a2-A:20-B-C fire extinguisher within 50 feet 2022 OFC 319.2.6.1
- No Smoking signs posted around propane cylinders. 2022 OFC 6107.2
- Propane cylinders/tanks are at least 10 feet from the tent/booth/stand. 2022 OFC 3107.13.2
- Propane cylinders/tanks are secured from falling. 2022 OFC 3107.13.3
- Propane tubing, piping, regulators, and connections were tested for leaks with a soapy water solution before cooking operations or after cylinder/tanks changes. 2022 OFC 3107.13.3

The items above are some of the common and correctable things we come across during inspections. This IS NOT a complete list of things that may come up during an inspection.