



CANBY FIRE DISTRICT

EVENT ORGANIZER CHECKLIST

Below are a few items to get you started thinking about the requirements for your event. Please refer to the Oregon State Fire Marshal Technical Advisory #11-09 for a complete list of requirements for your event.

- Do you have a Site Plan (Section 1.4.2 of the Technical Advisory)?
- Does your event impact public safety (Section 1.4 of the Technical Advisory)?
- Will there be more than 1,000 people at your event (Section 1.5 of the Technical Advisory)?
- Will there be open flame (Section 1.7 and 1.8 of the Technical Advisory)?

Checklist When Booking Food Carts

- Whether or not you cook with oil or create grease-laden vapors, if you have an appliance that CAN produce smoke or grease-laden vapors (griddles, cooktops, fryers, etc...) you are REQUIRED to have a hood suppression system (2022 OFC, sections 319.1 and 319.2.11.1)
- Ensure that your hood suppression system is maintained bi-annually
- Ensure that your hood is cleaned and serviced bi-annually
- Ensure that you have Fire Extinguishers (2022 OFC, section 319.2.11.2)
 - ALL carts need a 2A:10BC Fire Extinguisher
 - If your cart uses any amount of oil / grease-laden vapors, you also need a K Extinguisher
- Ensure that your gas cylinders are inspected and secured

Please refer to the Oregon State Fire Marshal Mobile Food Unit Guide Checklist for all items required.

Checklist for all Food Vendors

- Ensure that you have Fire Extinguishers (2022 OFC, section 901.6)
 - ALL carts need a 2A:10BC Fire Extinguisher
 - If your cart uses any amount of oil / grease-laden vapors, you also need a K Extinguisher
- Ensure that your gas cylinders are inspected and secured
- Ensure that tents are NFPA 701 Rated (CPAI 84 is not recognized)
- Tent cooking requirements follow 2022 Oregon Fire Code 3107

If any questions arise or any clarification is needed, please contact Canby Fire Inspector, Mark Johnston, at mjohnston@canbyfire.org or 503-592-4695