MEDFORD
FIRE

MOBILE FOOD VENDOR PERMIT APPLICATION

PERMIT NUMBER: FV _____ Medford Business License Number: _____

Vendor/Cart/Truck Name: _____

Applicant Name: _____

Site Location: _____

Mailing Address: _____

Contact Phone: _____ Email: _____

Location where the equipment is to be used: _____

PLEASE READ AND FOLLOW REQUIRMENTS ON THE SECOND PAGE OF THIS FORM. Failure to follow instructions will result in Permit being **revoked** and **denial** of operation.

This permit is issued and accepted under the conditions that vendors shall be in full compliance with applicable codes, standards, statutes, and ordinances.

LIABILITY: THIS PERMIT DOES NOT RELIEVE THE PERMITTEE FROM CRIMINAL OR CIVIL LIABILITY FOR DAMAGES ARISING FROM EVENTS OCCURING UNDER HIS/HER CONTROL. VIOLATIONS OF THE REQUIREMENTS MAY RESULT IN THE ISSUANCE OF A CITATION OR CIVIL PENALTY.

LP Cylinders shall not be stored or used inside buildings or enclosed structures

I have read and understand the above and agree to the conditions.

Permittee or Permittee's Agent: _____ **Date:** _____

Once application has been processed, an inspection may be required.
Permit will be approved and issued at completion of successful inspection.

MEDFORD FIRE

FUEL CYLINDERS

1. All equipment used in the fuel system shall be approved for LPG use.
2. Quantity shall be limited to enough propane to last for one day's usage.
3. Cylinders shall be protected from physical damage.
4. Cylinders larger than five (5) gallons shall be secured to prevent falling or being knocked over.
5. Propane valves shall be easily accessible.
6. Tanks shall be used as designed. (Cylinders for vertical use shall not be laid down when being used)
7. Cylinders shall be located far enough from flame or spark-producing devices to not heat the cylinders.
8. Hoses shall be protected from physical damage. Hoses connections shall be of an approved LPG type.
9. Teflon tape shall not be used on connections.
10. Connections are designed to have metal-to-metal contact.
11. Regulator to be on each cylinder. (Can manifold two (2) cylinders together into one (1) regulator). Hose from regulator shall not to be more than two (2) feet long.
12. Supply lines shall not be spliced.
13. No more than enough supply hose to run from appliance to cylinders.
14. Only approved propane clamps are to be used on supply lines.
15. All propane cylinders shall not be stored or used in buildings or enclosed structures.
16. All cylinders shall have collars around the valves and shall be in good condition with current hydrostatic test date stamp on cylinder.
17. Propane cylinders shall not to be tied/placed together with CO2 cylinders.
18. Food booths located in their own separate tent structure may have propane bottles inside the structure provided the side and back walls are raised to prevent passage through the structure.
19. All cylinders shall be equipped with an Over Flow Protection type (OPD) valve. Old type tanks shall not be allowed in the area.

APPLIANCES & DEVICES

1. Free standing open stock pot containers on high output heating elements are prohibited.
2. Each vendor is required to have one (1) **2A10-BC or higher-rated fire extinguisher**. If cooking utilizes a deep fat fryer or solid fuel fired appliance, the vendor shall have one (1) **K-Class fire extinguisher**. **ALL FIRE EXTINGUISHERS** are to bear a current servicing tag.
3. Appliances and devices shall be approved for LPG use.
4. There shall be at least a one-foot (12") clearance between appliances and combustibles.
5. Any LPG burning appliance or device, whose flame is not visible while operating, shall be equipped with an approved automatic device to shut off the flow of gas to burners and pilots in the event of flame extinguishment or combustion failure.
6. Fuel supply to appliances shall be turned off at the cylinder when the appliance is not in use or during the changing of cylinders.
7. Enclosed vending trucks/carts which produce grease laden vapors shall possess a type 1 hood and fire suppression system. The fire suppression system must have a current service tag and be UL 300 compliant.

Cooking within a temporary membrane structure shall comply with Chapter 31 of the Oregon Fire Code

MEDFORD FIRE

Mobile Food Vendor Inspection Checklist

PERMIT NUMBER: FV _____

Vendor Name: _____ **Date of Inspection:** _____

Location of Inspection: _____

EXTERIOR

LP/CNG Tanks: ☐ Yes ☐ No

☐ 1- 40 pound DOT tank LP/CNG Tank Shut offs: ☐ Yes ☐ No

☐ 2 – 20 pound DOT tanks Labeled

CNG / LP Tanks Mounted Properly: ☐ Yes ☐ No

☐Rear Bumper Mounted ☐ Cabinet Mounted ☐Chassis Mounted

CNG/LP Regulator protected from weather: ☐ Yes ☐ No

No Smoking Sign Posted: ☐ Yes ☐ No

Is there a Generator: ☐ Yes ☐ No

Is the Generator separated from nearby combustibles ☐ Yes ☐ No

Generator Powered by: ☐Diesel ☐ LP ☐Gas ☐ Hard-line plumbed from Main Tank

Open Flame Cooking Devices 10 ft from Combustible Construction:☐ Yes ☐ No

INTERIOR

Suppression System: ☐ Yes ☐ No Type: _____

Fire Extinguishers: 2A10BC ☐ Yes ☐ No "K" Class ☐ Yes ☐ No ☐ N/R

Exhaust Hood: ☐ Yes ☐ No CO Detector: ☐ Yes ☐ No

Roof Mounted Vents: ☐ Yes ☐ No Number of Vents: _____

Egress Points Free of Debris: ☐ Yes ☐ No

Electrical Issues: ☐ Yes ☐ No

LP/CNG Lines Intact/Non Leaking: ☐ Yes ☐ No

City of Medford Business License: ☐ Yes ☐ No Number: _____

☐ Notes: _____

_____

_____

Fire Official: _____Signature:_____

FIRE SAFETY TIPS FOR MOBILE COOKING OPERATIONS

General

- Does your jurisdiction require a license or permit to operate (e.g. local fire/health department)?
- Is cooking equipment attended at all times?
- Are all required ventilation openings open during cooking operations?
- Is the cooking hood/ventilation system free from grease?
- Is the vehicle parked at least 10 feet from buildings, other vehicles, or combustibles?
- Is the vehicle parked so as not to block fire hydrants, fire lanes, fire department connections, exits, etc.?

Training

- Are employees trained in proper use of cooking equipment?
- Are employees trained in how to shut-off fuel sources (e.g. propane, generators)?
- Are employees trained in how to notify the local fire department in an emergency?
- Are employees trained in proper storage, handling and fueling procedures?
- Are employees trained in how to perform a leak test and when one is needed?
- Are workers trained in the proper use of portable fire extinguishers and hood extinguishing system?

Fire Protection

PORTABLE FIRE EXTINGUISHERS

- Are portable fire extinguishers charged, not obstructed, and in operating condition?
- Are portable fire extinguisher located near the cooking appliance, solid fuel storage, and any portable energy source (e.g. generator)?

Hood Fire Suppression System

- Is the hood fire suppression system charged and in operating condition?

Fuel and Power Sources

PROPANE

- Is the propane system inspected prior to use?
- Are the propane tanks secured in an upright position?
- Are the propane tanks within their hydrostatic test date?
- Is the propane system in good condition, (i.e. no leaks, rust)?
- Has the propane system been leak tested?
- Has a leak test been performed when a new tank is installed, or a modification to the system has been made?
- Is documentation available for any leak test?
- Is the main shut-off marked, in plain view and easily assessable?
- Is the fuel supply shut off when not in use and while in transit?
- On gas system piping, is a flexible connector installed between the regulator outlet and the fixed piping system?

ELECTRICAL

- Is the electrical system and other equipment in good working condition?
- Are extension cords in good condition?
- Is the electrical system, including extension cords in accordance with the electrical code?

GENERATORS

- Are generators placed at least 10 feet from buildings, structures, vehicles and combustibles?
- Are generator exhausts directed away from mobile cooking vehicle, vehicles, buildings, structures, exits and openings?
- Are generators protected from contact by the public?
- Are fuel supplies properly stored?
- When refueling are the generators shut down, engine cooled and then refueled?

SOLID FUEL

- Is combustible solid fuel stored properly and away from combustibles or heat producing appliances?
- Are ashes, cinders, and other fire debris removed at the end of the day and stored in a proper container away from the vehicle, buildings and combustibles?

» This tip sheet provides some safety information 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. You should check with your local jurisdiction for specific requirements. This tip 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

ATTENTION.

Food Truck Operators

Are you aware that your compressed gas cylinders must be inspected?

Cylinders are required to be requalified, or replaced every 5-12 years depending on the cylinder type, condition, and previous requalification method (Ref. 49 CFR §§ 180.205(d) and 180.209).

The original manufacture/test date and any requalification/retest dates must be presented in a specific manner. Cylinders that are overdue for requalification must not be refilled.

If propane tanks are manufactured to ASTM Standards and built into the truck's body making it difficult to remove, then these tanks are exempt from the DOT reinspection requirements.

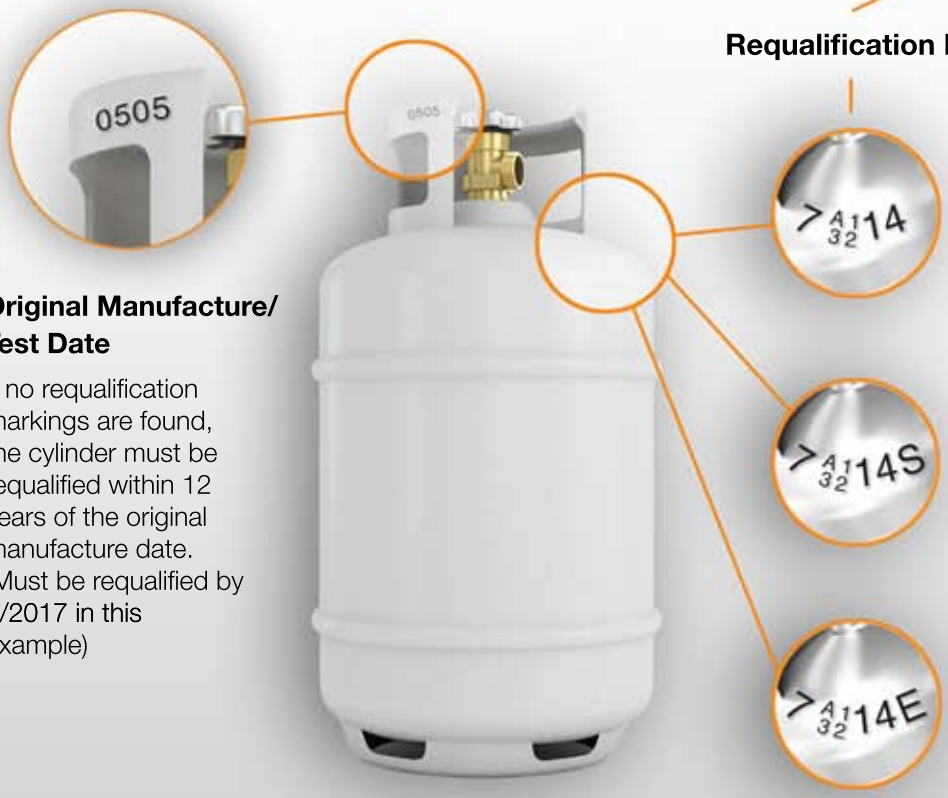
For more information, contact the Hazmat Info-Center: **1-800-467-4922.**

RIN number identifying retester/requalifier

7 A1/32 14

Month last requalified **Year last requalified**

Requalification Date



Original Manufacture/ Test Date

If no requalification markings are found, the cylinder must be requalified within 12 years of the original manufacture date. (Must be requalified by 5/2017 in this example)

Volumetric Test.

Basic Marking. Must be requalified within 12 years of stamped date (Must be requalified by 7/2026 in this example)

Proof Pressure Test.

"S" indicates cylinder must be requalified within 7 years of stamped date (Must be requalified by 7/2021 in this example)

External Visual Test.

"E" indicates cylinder must be requalified within 5 years of stamped date (Must be requalified by 7/2019 in this example)

If cylinder is out of test find an approved requalifier to requalify your cylinder. A list of DOT approved requalifiers is available from the PHMSA website:
https://portal.phmsa.dot.gov/rinlocator

U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration

City of Medford Municipal Code – Applicable Sections

These are relevant and applicable sections for Mobile Food Vending from the Medford Municipal Code. These excerpts are provided as a courtesy and may not be inclusive of all relevant code sections. It is your responsibility to perform due diligence and ensure your operation is compliant with all laws, requirements and regulations.

10.829A Temporary Mobile Food Vendors and Mobile Food Vendor Pods

(A) Purpose. These regulations are intended to establish criteria for the placement of mobile food vendor pods in the City of Medford. Temporary mobile food vendors provide the community with a wider variety of eating, drinking, and socializing options. Pods provide different vending opportunities for temporary mobile food vendors located on private property. Temporary mobile food vendors shall comply with all applicable City, County, and State regulations.

(B) Mobile Food Vendor Pod Types. Mobile food vendor pods are categorized as either a Daily Pod or a Semi-Permanent Pod.

Daily Pods. This type of pod provides for the placement of one or more temporary mobile food vendor on private property for no more than five consecutive days at a time. The site may be or vacant and must be paved.

Semi-Permanent Pods. This type of pod provides for the placement of one or more temporary food vendor on private property for periods of time exceeding 24-hours. This type of pod include the construction of a covered or enclosed seating area, food storage structure, or a structure that serves alcoholic beverages along with designated locations and utilities (water, sewer, power) for temporary mobile food vendors.

[…]

(M) Permits and Fees.

(1) Proprietors of the temporary mobile food vendors shall obtain and maintain a current City Business License.

(2) Proprietors of the temporary mobile food vendors shall maintain all required licenses/permits to operate by Jackson County Environmental Health and any applicable State agency.

(3) Temporary mobile food vendors shall obtain an operational permit from the Fire Department.

(4) Within semi-permanent pods, structures and temporary mobile food vendors shall pay applicable System Development Charges prior to issuance of applicable building permits.

(N) Submittal Requirements. A site plan drawn to scale shall be provided that outlines the standards above for daily pods. The submittal materials for a semi-permanent pod shall be in accordance with Section 10.200(J) and include the applicable provisions above.

(O) Exemptions.

(1) At an Event of Public Interest, temporary mobile food vendors per 10.840(D)(1) are exempt from the standards of 10.829A.

(2) On City-owned property and right-of-way (except as outlined in Section 10.829B), temporary mobile food vendors shall obtain a permit pursuant to Chapter 2, and are exempt from the standards of 10.829A.

(3) Vending within City parks and facilities shall be regulated through the Medford Parks, Recreation, and Facilities Management Department.

[…]

[Added, Sec. 9, Ord. No. 2019-104, Sep. 19, 2019.]

10.829B Mobile Food Vending in the Public Right-of-Way

(A) Purpose. These regulations are intended to establish regulations to allow temporary mobile food vendors to operate at night in the public right-of-way within certain areas of the Central Business overlay of the City.

(B) Regulations. Temporary Mobile Food Vendors (self-contained trucks and trailers) may locate and sell food in the public right-of-way using on-street parking stalls under the following requirements:

(1) The length of the temporary mobile food vendor unit complies with Section 10.829A (G)(b).

(2)Vending only occurs during the hours of 9:00 p.m. and 3:00 a.m. daily;

(3) Vending only occurs on the following streets:

a. Eighth Street (Oakdale Avenue to Riverside Avenue)

b. Main Street (Oakdale Avenue to Hawthorne Street)

c. Sixth Street (Oakdale Avenue to Riverside Avenue)

d. Central Avenue (Fourth Street to Tenth Street)

e. Front Street (Fourth Street to Tenth Street)

f. Bartlett Street (Fourth Street to Sixth Street & Main Street to Ninth Street)

g. Evergreen Street Parking Lot (Fourth Street to Main Street and Eighth Street to Tenth Street)

(4) The temporary mobile food vendor unit may occupy more than one on-street parking space;

(5) Trash receptacles are provided for customers;

(6) The noise standards in Section 10.752 are adhered to and the on-street vending does not cause a disturbance to residences;

(7) Mobile food vendors obtain and pay for applicable licenses/permits (such as a City business license and County health permit) to operate;

a. Applicants must pay an on-street vending fee of $300.00 to the business license department for every ninety (90) days vending takes place on the street.

(8) No additional signs, tables, or chairs are placed on the sidewalk; and

(9) Power is provided by the vendor unless approval for use of another power source has been granted by the City of Medford. Extension cords or other similar devices shall be covered or screened to avoid tripping hazards.

(C)Violations. Violation of this section constitutes a violation. Every day in which the violation exists constitutes a separate violation.

[Added Sec. 11, Ord. No. 2019-2104, Sep. 19, 2019.]

10.840 Temporary Uses and Structures

[…] (3) Temporary Mobile Food Vendors.

a. Mobile Food Vendor Pods, and Mobile Food Vending in the Public Right-of-Way. (See Sections 10.829A and 10.829B)
b. Temporary Medical Services (Human or Animal) Vendors and Temporary Nonprofit Vendors (Outdoor).

1. Application Requirements.
   a. A business license pursuant to Chapter 8 shall be required.

   b. In addition to the business license requirements of Chapter 8, the applicant shall submit a site plan drawn to scale, indicating the following:

      i. Dimensions of the temporary vendor unit.

      ii. Location of temporary vendor unit on the site.

      iii. Paved vehicular access, including driveway location(s).

      iv. Off street vehicular parking spaces.

      v. Location of utility connections, if any.

2. Standards.

   a. Locational and Size Standards:

      i. Temporary vendors shall be permitted in the following zoning districts: C-S/P, C-N, C-C, C-H, C-R, I-L, I-G, P-1.

      ii. When within both the Central Business (C-B) and Historic Preservation (H) Overlays, the exterior length and width of the temporary vendor unit, when multiplied, shall be no more than 128 square feet, including any slide-outs, and excluding trailer tongue and bumper.

      iii. In all other zoning districts, the exterior length and width of the temporary vendor unit, when multiplied, shall be no more than 300 square feet, including any slide-outs, and excluding trailer tongue and bumper.

   b. General Standards.

      (a) If the temporary vendor unit is located on or adjacent to a privately-owned walkway, the minimum remaining unobstructed walkway width shall be five (5) feet.
      (b)The temporary vendor unit shall be located on an improved surface.
      (c) Required parking spaces or access to required parking spaces shall not be displaced or obstructed.
      (d) The temporary vendor unit shall be located outside any required setbacks.
      (e) Attached awnings are permitted if smaller than the size of the temporary vendor unit.
      (f) Outdoor equipment such as tables and chairs shall not be permitted.
      (g) Any utility connections require a building permit from the Building Safety Department.

[…]