



CITY OF KODIAK



APPLICATION FOR A COMMUNITY PERMIT FOR THE USE OF PUBLIC PROPERTY FOR A FESTIVITY OR AN EVENT

Kodiak City Code Section 5.04.010 prohibits business activities on City property, and Kodiak City Code Section 5.04.060 requires a permit for community festivities. The City Manager may issue permits for community events. To expedite the permit request, be as specific as possible describing the event or festivity you are requesting.

1. Name of Permit Requester: _____

2. Contact Phone No. & E-mail Address: _____ | _____

3. Affiliation/Business Name: _____

4. Is this Affiliation/Business a Non-profit Organization? _____ YES _____ NO

5. Business Address: _____

6. List Vendors on page 2.

7. Date & Time of the Festivity/Event: _____ | _____

8. Name of the Festivity/Event: _____

9. Reason for the Festivity/Event: _____

10. Location of the Festivity/Event: *(Please attach a site plan or use the grid in the application to sketch a site plan for the area impacted by the event.)* _____

11. Description of any Structure, Stand or Vehicle used in Festivity/Event:

12. Will Food Trucks or Food Vendors be used? _____ YES _____ NO

13. Will Fees or Donations be Collected? _____ YES _____ NO

Please review the attached updated guidance from the State Fire Marshal.

I have read and agree to comply with the conditions set forth in KCC 5.04.060, Permits for Community Festivities- Conditions of permit. I further agree to hold harmless and defend the City from any claims for death, injury, or damage arising or resulting from the event conducted, as well as from any suits or actions based upon the assignment or utilization of public property under the permit requested.

Signature of Requester: _____ Date: _____

Signature of City Manager: _____ Date: _____



April 15, 2022

Special Event Vendors

The Office of the Alaska State Fire Marshal strives to provide a safe environment for the public to enjoy the experience of all special events, including but not limited to, the Alaska State Fair, Tanana Valley State Fair, and others. The following requirements shall be met by all vendors prior to business with the public.

If the event takes place in a deferred jurisdiction area as granted by the Office of the Alaska State Fire Marshal, the Authority Having Jurisdiction (AHJ) shall enforce these minimum requirements.

FIRE / FIRE EXTINGUISHERS

Smoking shall not be permitted in or around booths; except in those designated areas set forth by event management.

Each booth is required to have at a minimum of one (1) **2:A-10:BC** rated fire extinguisher. The State Fire Marshal may require additional fire extinguishers depending on the size and activity associated with the booth, tent, or exhibit.

All fire extinguishers shall be tagged for annual service within the last 12 months by an approved fire extinguisher permit holder and not expire during fair operations. Tags shall be attached to fire extinguishers.

Fire extinguishers shall be in a conspicuous location, not obstructed, and shall be easily accessible.

No open flames shall be permitted within 25 feet of any structure (such as torches and candles).

Trash containers 40 gallons or greater shall be constructed of metal or other non-combustible material. Trash containers shall be emptied often as needed and at the end of each day. Trash containers 40 gallons or greater shall have a lid.

TENTS

Tents, Canopies and Membrane Structures shall be treated with an approved flame retardant and shall have a permanently affixed tag or label.



This item is made with flame resistant fabric that meets CPAI-84 Sec. 6/ULCS109, NFPA 701 fire standard specifications. **IT IS NOT FIRE PROOF** The fabric will burn if left in continuous contact with any flame. The application of any foreign substances to this fabric may render the flame retardant properties ineffective.



An unobstructed passageway (public way) or fire break of not less than 12 feet shall be maintained free from guy ropes or other obstructions.

COOKING VENDORS

All cooking vendors are required to attend a fire safety/fire extinguisher class. A two (2) year certificate will be issued to those completing the class. The class will be offered before the event opens.

All cooking vendors shall have a minimum of two (2) **3:A- 40:BC** rated fire extinguishers.

Cooking vendors using deep fat fryers are required to have at least one additional type "K" fire extinguisher. **NO EXCEPTIONS**

Cooking vendors who have more than 3 cooking appliances (grills, deep fat fryers, char broilers, etc.) shall have one (1) additional **3:A-40:BC** or type "K" fire extinguisher for every two (2) additional appliances.

Cooking vendor that produces grease laden vapors shall have a Type-I hood, without fire suppression, installed over the cooking appliance. (If a vendor is unsure if their cooking produces grease laden vapors, contact the Office of the Alaska State Fire Marshal at 907-269-5637.)

COOKING VENDORS (continued)

Cooking vendors whose booth require a Type I hood shall have a non-combustible backing that is smooth, cleanable, and nonabsorbent installed between the hood and the wall that extends a minimum of 18 inches in all directions from the hood.

No cooking will be permitted in a tent or under readily combustible materials.

All compressed gas cylinders shall be secured to prevent tipping.

All liquefied petroleum gas (LPG) cylinders shall have current certification. 12 years from date of manufacture, every five years additional. (example: LPG cylinder manufactured in 2000. In 2012 the cylinder was required to be recertified. In 2017 the cylinder is required to be recertified.)

ELECTRICAL

All electrical equipment, appliances, power strips, and extension cords shall be labeled by a nationally recognized testing laboratory (i.e., UL, FM or NTRL).

Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings, or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

Extension cords and re-locatable power taps shall be rated for heavy-duty use, a minimum 14 gauge, polarized, grounded type, 3-prong plug.

Re-locatable power taps shall not be plugged into another re-locatable power tap. All re-locatable power taps must have an internal circuit breaker.

Extension cords for refrigerators, freezers, or microwave ovens are to be a minimum 12 gauge, polarized, grounded type, with a 3-prong plug that is in-tended for heavy duty use. These items shall be plugged directly into the nearest permanent outlet.

HEATERS

Only listed and labeled portable, electric space heaters shall be used.

Portable, electric space heaters shall not be operated within 3 feet of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed.

Portable, electric space heaters shall be plugged directly into an approved receptacle.

Portable, electric space heaters shall not be plugged into extension cords.

The Alaska State Fire Marshal and/or their designee is authorized, at any time, to stop the use of any unsafe cooking or booth immediately. Failure to comply with the minimum requirements listed above shall result in the vendor booth being closed by the Office of the Alaska State Fire Marshal until they have complied.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Boothby". The signature is cursive and somewhat stylized, with the first name "Richard" and last name "Boothby" clearly legible.

Richard Boothby

Department of Public Safety / Division of Fire and Life Safety

Division Director/ State Fire Marshal

(907)269-5491