



SPECIAL EVENT APPLICATION

Special Event Review Committee

Instructions:

Please fill out the attached application and all requested materials for the review of your application. An application will not be processed or a date confirmed until all materials have been submitted. Please allow 3 weeks from the date of submittal to receive final approval. Upon approval of your event, you will receive an email stating approval and the permit can be picked up from the Community Development permit desk at Keller Town Hall.

Application Checklist:

- Site Diagram (include any barricades, cones, road closures, tent placements, traffic direction, and alcohol point of sales)
- Detailed Summary of Event
- Certificate of Liability Insurance
- Park Special Use Permit (If event is occurring on city property or parkland)
- Pavilion Reservation Online (If applicable)
- If event location property is owned by someone other than the applicant, a signed memo stating that the applicant has permission to use the property must be attached.
- If event location will impact any businesses (for instance: their parking, or access to their business), a signed memo by all affected business owners stating that they approve of the event must be attached.

I have received and read a copy of the requirements that pertain to my event:

Please initial:

- ___ Special Events Policy
- ___ Food Vendor (Food tent requirements and/or mobile food unit)
- ___ Tent Membrane Structure Requirements
- ___ EMS Requirements (EMS personnel will contact you with EMS requirements if needed)
- ___ Police Requirements
- ___ Pyrotechnics Display
- ___ Carnival Rides (Carnival inspection must be scheduled with The Keller Fire Department)

Submit application to:
1100 BEAR CREEK PARKWAY (PHYSICAL)
KELLER, TX 76248

PO BOX 770 (MAILING)
KELLER, TX 76244

FAX: 817-743-4193
PHONE: 817-743-4052
EMAIL: eventpermit@cityofkeller.com



SPECIAL EVENT APPLICATION

Special Event Review Committee

DATE SUBMITTED: _____

PERMIT NO. _____

EVENT – PLEASE PRINT

APPLICATION FEE: \$25 FOR PROFIT \$0 NON PROFIT

EVENT NAME: _____	EVENT DATE(S): _____
EVENT ADDRESS: _____	SET UP DATE & TIME: _____
HOST/ORGANIZATION: _____	EVENT OPERATIONAL TIME: _____
CONTACT: _____	TEAR DOWN DATE & TIME: _____
CONTACT PHONE: _____	ALTERNATE CONTACT: _____
CONTACT EMAIL: _____	ALTERNATE PHONE: _____
CONTACT ADDRESS: _____	ALTERNATE EMAIL: _____
PROPERTY OWNER CONTACT: NAME : _____	EMAIL: _____
PHONE: _____	ADDRESS: _____

EVENT DESCRIPTION-PLEASE PRINT

ANTICIPATED ATTENDANCE: _____

GENERAL DESCRIPTION: (Please include types of activities, structures, parking, rides, food, canopies, large tents, etc...)

Will you have food trucks/food vendors: YES/NO

If yes, they are required to obtain a permit through the Fire Marshal and through Tarrant County Public Health. Please list the food trucks or vendors you will have at your event below.

Will you be serving alcohol? YES/NO

If yes, you are required to hire security.

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Will you be hiring Police/Security for this event? YES/NO

--

Will you be requesting on-site EMS? YES/NO

--

Will you be displaying signs for your event? YES/NO

--

Will you have a golf cart/ ATV at your event? YES/NO

--

Submit application to: 1100 BEAR CREEK PARKWAY (PHYSICAL) KELLER, TX 76248	PO BOX 770 (MAILING) KELLER, TX 76244	FAX: 817-743-4193 PHONE: 817-743-4052 EMAIL: eventpermit@cityofkeller.com
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SPECIAL EVENT APPLICATION

Special Event Review Committee

INDEMNITY CLAUSE

USER, BY EXECUTING THIS SPECIAL EVENT APPLICATION AND THE MUTUAL CONSIDERATION CONTAINED HEREIN WHICH IS ACKNOWLEDGED AND AGREED, HEREBY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ALL LIABILITY FOR ANY AND ALL CLAIMS, SUITS, DEMANDS, AND/OR ACTIONS FOR DAMAGES TO PERSON (INCLUDING DEATH), PROPERTY DAMAGE (INCLUDING LOSS OF USE), AND EXPENSES INCLUDING COURT COSTS AND ATTORNEY'S FEES AND OTHER REASONABLE COSTS OCCASIONED BY OR ARISING OUT OF USERS OF PUBLIC SPACES AND/OR ACTIVITIES CONDUCTED IN CONNECTION WITH OR INCIDENTAL TO THE REQUESTED PERMIT AND ARISING OUT OF OR RESULTING FROM THE INTENTIONAL ACTS OR NEGLIGENCE OF USER, ITS OFFICERS, AGENTS, EMPLOYEES OR PERSONS PARTICIPATING IN THE EVENT SPONSORED BY THE USER.

USER MUST FURTHER AGREE THAT IT SHALL, AT ALL TIMES, EXERCISE REASONABLE PRECAUTIONS ON BEHALF OF, AND BE SOLELY RESPONSIBLE FOR THE SAFETY OF ITS OFFICERS, AGENTS, EMPLOYEES, PARTICIPANTS, VISITORS AND OTHER PERSONS, AS WELL AS THEIR PROPERTY, WHILE IN OR ON THE PUBLIC SPACES OR INVOLVED IN ACTIVITIES IN CONNECTION WITH OR INCIDENTAL TO THE PERMITTED USE OF THE PUBLIC SPACES UNDER THIS PERMIT. IT IS EXPRESSELY UNDERSTOOD AND AGREED THAT CITY SHALL NOT BE LIABLE OR RESPONSIBLE FOR THE NEGLIGENCE OF USER, ITS AGENTS, SERVANTS, EMPLOYEES, CUSTOMERS, VISITORS, AND PARTICIPANTS.

IT WILL BE FURTHER AGREED WITH RESPECT TO THE ABOVE INDEMNITY, THAT CITY AND USER WILL PROVIDE THE OTHER WITH PROMPT AND TIMELY NOTICE OF ANY EVENT COVERED IN ANY WAY, DIRECTLY OR INDIRECTLY, CONTINGENTLY OR OTHERWISE AFFECT OR MIGHT AFFECT THE USER OR CITY, AND CITY SHALL HAVE THE RIGHT TO COMPROMISE AND DEFEND THE SAME EXTENT OF ITS OWN INTERESTS.

USER WILL FURTHER AGREE THAT THIS INDEMNITY PROVISION SHALL BE CONSIDERED AS AN ADDITIONAL REMEDY FOR CITY AND NOT AS AN EXCLUSIVE REMEDY. I HAVE READ AND UNDERSTAND THE SPECIAL EVENTS POLICY AND AGREE TO TERMS OF SAID POLICY.

Applicant Name: _____

Property Owner Name: _____

Applicant Signature: _____

Property Owner Signature: _____

Date: _____

Date: _____

DO NOT WRITE BELOW LINE

Reviewer Signature: _____ Date: _____

Sent for Review Due Date Approved Denied

Submit application to:
1100 BEAR CREEK PARKWAY (PHYSICAL)
KELLER, TX 76248

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KELLER, TX 76244

FAX: 817-743-4193
PHONE: 817-743-4052
EMAIL: eventpermit@cityofkeller.com

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1.00 ADMINISTRATION

**REVISION DATES: 08/15/2016
09/15/2016**

APPROVED AND DISTRIBUTED:
City Council (09/15/2009)

REVIEWED DATES:

APPROVED BY ADMINISTRATION:
Dan O’Leary

DATE:
09/15/16

Revision Approval:
Mark Hafner



Special Events Policy

Introduction: The City of Keller strives to work with residents, businesses, area organizations, schools, churches, and other entities in the provision of special events. In doing so, the city has established a Special Event Review Team (SPERT) consisting of representatives from the departments of Police, Fire, Parks and Recreation, Community Development, Public Works and Administration. The SPERT group is responsible for accepting applications, reviewing proposals, and working with applicants to ensure that the process is as efficient as possible and the events are in keeping with city guidelines and policies. The SPERT group and the City of Keller are committed to achieving a process that is responsive to the applicant, provides accurate and clear information, and encourages community and private events that are safe, enjoyable and well-coordinated. The City welcomes input and suggestions that may further improve this process and encourages Applicants to submit a comment form included as part of the application.

Step 1 – Obtain and fill out a Special Event Application available online (www.cityofkeller.com) or by contacting the Parks and Recreation Department (817-743-4050). Staff is always available to assist should any questions arise during the submittal process.

Step 2 – Submit application to the Recreation Manager in person, via email at eventpermits@cityofkeller.com or by fax (817-743-4193).

Step 3 – The Special Event Review Team will review the application, request follow-up information if necessary, and consider the application including costs, if any, a minimum of 30 days is required to process an application. Refer to Section 6-Applications for specific rules regarding submittal timeline.

(For the purposes of this document the term “City” shall be used to represent both the governmental organization and Special Event Review Team).

Section 1 – Purpose

The purpose of this policy is to facilitate activities that are safe, enjoyable and well-coordinated, and to provide guidelines by which the reviews, approvals, administration, and implementation of special events are consistent in nature and attention is given to the use of city resources and infrastructure in support of such activities. Events that trigger a SPERT review are listed below.

- A. Event is on City of Keller property
- B. Event has food trucks, tents, and/or fireworks
- C. Event requires on-site EMS or Fire
- D. Event is serving alcohol
- E. Event requires on-site Police
- F. Event request road closures
- G. Event request the use of City of Keller resources:
 - a. Stage
 - b. Barricades
 - c. Water
 - d. Staff
 - e. Funds
- H. Event is being held on private property but will impact neighboring residents or businesses:
 - a. Loud music or entertainment (band, dj, etc...)
 - b. Parking
 - c. Large numbers of guests
 - d. Block parties
 - e. Family Reunions
 - f. Parking lot sales
 - g. Fundraisers
 - h. Grand Openings
 - i. Carnivals
 - j. Festivals

The above list is not a complete list of events that could require a SPERT. The SPERT committee reserves the right to determine if an event requires a SPERT review. If a review is warranted by the committee, the applicant must complete the review process.

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Section 2 – Definition

Special events are defined as any request(s) by residents, businesses, community organizations, schools, churches, or other organizations to conduct specific activities and events on a non-regular basis that are open and available for attendance by the general public and may impact city operations, services and infrastructure.

Section 3 - Location

In an effort to promote an enjoyable and safe atmosphere, special events conducted on either public spaces or private property shall be reviewed by the City on a case-by-case basis and evaluated to confirm that the proposed location does not cause a public nuisance, evoke safety concerns, promote the misuse of public resources, or result in any damage to infrastructure.

Section 4 - Frequency

As a means to reduce the impact on any particular area of the community, no more than four special events per 12 month period may occur in any one location without the consent of the City Manager. Under this same philosophy, the total number of special events within the city that require the closure or disruption of city streets and/or pedestrian pathways shall also be limited to no more than four per calendar year within the same general location, excluding the Town Center and Old Town Keller districts, without the consent of the City Manager. It is the responsibility of the applicant to notify all affected businesses and residents when road closures are requested. A written letter consenting to the closure is required by all affected.

Section 5 – Applicant

Applicants requesting a special events permit must be twenty-five (25) years of age or older.

Section 6 – Applications

Applications should be completed in full using the approved city application form. To promote effective and timely reviews, applications should be submitted no sooner than one (1) calendar year in advance of the event and no later than thirty (30) calendar days prior to the event. Due to time restrictions, reviews of applications received fewer than thirty (30) calendar days in advance of the requested special event date are not guaranteed to be considered during this timeframe.

Section 7 – Security

Security of an event should always remain a top priority for both the community and the applicant. As such, the City of Keller, at its sole discretion, reserves the right to require event security in all instances in which the City determines circumstances may warrant security in order to protect the health, welfare and safety of the citizens of Keller and/or event participants. The applicant shall be responsible for staffing costs resulting from the use of a security firm or may request to use police officers to provide necessary event security. The Applicant must hire licensed security personnel or peace officers who have jurisdiction within the City of Keller. The city shall determine the number of security personnel or peace officers an event warrants. Security is required for any special event in which alcohol is served or sold. Events are evaluated on a case by case basis. To arrange for off-duty Keller Police officers to control event security, please call 817-743-4522. The fees for off-duty officers are listed in Attachment "A".

Section 8 – Cleanliness

We ask the Applicant to help us protect our City resources by returning the public spaces to a clean and orderly condition and placing all City property back in its original location. The Applicant shall agree to pay for the cost of replacement or repair of any damage to the facility or equipment within that public space caused from the use thereof. In order to preserve and protect the aesthetics of our community the Applicant shall refrain from applying any permanent or semi-permanent markings to roads and pedestrian pathways. All events held on City property are responsible for the removal of their own trash. Refer to Section 14 for further information related to trash removal.

Section 9 - Damage or Loss of Materials

Because these events are not operated or sponsored by the City, the City shall not be responsible for damage or loss of materials used or left in any public spaces and does not assume liability on groups or individuals attending an event within said public spaces. All applicants hosting events on City property are required to submit liability insurance listing the City as additional insured. Refer to Section 12 for specific information regarding to insurance requirements.

Section 10- Cancellation

Due to inclement weather or circumstances beyond our control such as hurricanes, acts of terrorism, tornadoes and/or hail. The City reserves the right to cancel an event at any time prior to or during the event. The City will work with event organizer to reschedule the event within one (1) year of event date.

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Section 11 - Denial of Future Use

In an effort to provide for a well-coordinated, enjoyable and safe event, it is important that applicants abide by city ordinances, state and federal laws, and this and other City of Keller policies. Unfortunately, failure to do so may result in the denial of usage of the public space(s) and/or the issuance of a special event permit both at the time of the infraction and in the future.

Section 12 – Indemnity

Applicant must agree to indemnify, hold harmless and defend the City, its officers, agents and employees from and against all liability for any and all claims, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses including court costs and attorney’s fees and other reasonable costs occasioned by or arising out of Applicant’s use of public spaces and/or activities conducted in connection with or incidental to the requested permit and arising out of or resulting from the intentional acts or negligence of Applicant, its officers, agents, employees or persons participating in the event sponsored by Applicant.

Applicant must further agree that they shall, at all times, exercise reasonable precautions on behalf of, and be solely responsible for the safety of its officers, agents, employees, participants, visitors, and other persons, as well as their property, while in or on the public spaces or involved in activities in connection with or incidental to the permitted use of the public spaces under this permit. It is expressly understood and agreed that the City shall not be liable or responsible for the negligence of the Applicant, their agents, servants, employees, customers, visitors and participants.

It will be further agreed with respect to the above indemnity, that City and Applicant will provide the other with prompt and timely notice of any event covered in any way, directly or indirectly, contingently or otherwise affect or might affect the Applicant or City, and City shall have the right to compromise and defend the same extent of its own interests.

Applicant will further agree that this indemnity provision shall be considered as an additional remedy for the City and not as an exclusive remedy.

Section 13 – Insurance

To protect the City and its citizens, the Applicant shall agree to provide liability insurance insuring the above indemnity provisions, and products/completed operations coverage, where applicable, in the following amounts:

Bodily injury: \$100,000 per person

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\$500,000 per occurrence
AND
Property damage: \$100,000 per occurrence

Applicant shall further expressly agree that with respect to the above required insurance, the City shall:

- A. Be named as additional insured/or an insured as their interest may appear.
- B. Prior to execution of a permit, be provided with the original certificate of insurance or their insurance policy evidencing the above requirements.

Section 14 - City Services

In certain instances, the Applicant may request services from the City in order to conduct their special event. The City will make every effort to assist the Applicant while keeping costs to a minimum; however, the City cannot guarantee the availability of these services and must also remain cognizant of the impact on City resources. If requested and agreed to by the City with the granting of a special event permit, the Applicant shall be responsible for expenses to the City connected with the holding of a special event. This may include such things as additional clean up, barricades, police officers, damage, or other expense to the end that the City shall be protected from the gross expenditure of funds. If applicable, Applicant may be required to deposit with the City the estimated sum in full for services the City has agreed to provide in accordance with the approved schedule of City Service Costs (Attachment "A") prior to the issuance of a permit.

The Applicant must also provide to the City a permit fee and security deposit in accordance with the approved schedule of City Service Costs (Attachment "A"). The application fee shall be waived for non-profit entities. This does not extend to organizers who are donating a portion of proceeds to a non-profit. Unused portions of the deposit(s) will be returned to the Applicant within thirty (30) days of the close of the permitted event and in the event expenses exceed the amount of the deposit, Applicant agrees to reimburse the City for all amounts exceeding the deposit. The City Council, at the request of the Applicant, shall retain the ability to waive or modify any and all fees.

Section 15 - Special Provisions

A. Food or beverage sales: If serving food and/or beverage to the public, the Applicant must coordinate through the Tarrant County Health Department at 817-871-7255 to obtain necessary permits and information on proper dispensing and handling procedures. In addition, all on-site food sales, including food trucks, on-site catering and cooking, must obtain a Mobile Food Unit permit through our

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Fire Department. They can be reached at 817-743-4472. The Applicant must have City approval to serve or sell alcoholic beverages on public property as part of an event. To serve or sell alcoholic beverages at public events, it is the responsibility of the Applicant to obtain the proper licensing and training from the Texas Alcoholic Beverage Commission. All events where alcohol is served or sold are required to have security. Refer to Section 7 for further information.

B. Restroom Facilities: For special events, it is the responsibility of the Applicant to provide an adequate number of toilet facilities, including mobility impaired accessible units, at the expense of the Applicant. **Facilities will not be made available to applicants outside of normal business hours.**

C. Trash Removal: If not properly managed, the accumulation of trash and debris can create a nuisance both during and after an event. In an effort to avoid this, the Applicant is responsible for the removal of trash and litter during and after their event. Groups in excess of 100 persons are required to remove bags of trash from the public space the same day of the event and, depending upon the number of anticipated participants and type of activity, may be required to rent a front-load or roll-off container through the City’s contracted solid waste provider. Applicants are not allowed to empty trash cans into City dumpsters.

D. Parking: In order to deter traffic disruptions and create a safe environment for pedestrians, Applicants must ensure that adequate permitted parking is secured for the special event. Applicant agrees that parking on non-paved surfaces shall be limited to only those areas specifically designated by the City if on public property. If applicant is requesting to charge for parking on City property, they must obtain approval from the Parks and Recreation Board. It is the applicant’s responsibility to contact adjacent property owners and gain written permission to use their property for overflow parking if sufficient parking is not available on-site.

Section 16 - Assignment/Transfer

It is expressly understood that any permit issued is exclusive to the parties named therein and is not assignable or transferable.

Section 17- Signage

Section 8.09 of the Unified Development Code describes the regulations for signage. Signs may be permitted with a special event permit. All signs must be printed and “professional” in appearance. Events are allowed 12 signs not to exceed 12 sq ft. The signs shall be located on private property and out of the right of way. Signs may be placed up to 7 days prior to an event and shall be removed 24 hours after. If the event occurs more frequently signs may be up 24 hours prior to the event and removed 24 hours after.

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In addition, all events at Town Hall may have two (2) banner signs of no more than 24 sq ft in the right of way of Bear Creek Parkway between Keller Smithfield and Rufe Snow Dr. Exceptions to sign regulation may be granted on a case by case basis at the sole discretion of the SPERT committee.

Section 18- Review

At the discretion of the SPERT committee, events determined to require city resources are mandated to schedule a minimum of one (1) in person review with the resources required. The Recreation Manager will contact the event organizer to schedule the review as soon as the resources are requested. If the members of the committee determine that further review meetings are necessary for planning the Recreation Manager will organize the follow up.

**ATTACHMENT "A"
Schedule of City Service Costs***

Permit Fee	\$25.00 **
Security Deposit	\$250.00
Police Officer (Security Detail)	\$60.84/hr. minimum 3 hours
Police Officer (Traffic Detail)	\$64.35/hr. minimum 3 hours
Police Officer (on City Holiday)	\$76.05/hr./minimum 3 hours
Police Officer (less than 72 hr. notice)	\$76.05/hr./ minimum 3 hours
Maintenance Staff	\$25/hr. minimum 2 hours
Supplies	At cost plus 10%
Fire Apparatus w/crew	\$400/hr. min. 2 hours
Brush Truck w/crew	\$200/hr. min. 2 hours
Ambulance w/crew	\$250/hr. min. 2 hours
ATV Ambulance w/crew	\$150/hr. min. 2 hours
Inspector	\$75/hr. minimum 2 hours
Standby Firefighter	\$60/hr. minimum 2 hours
Parks Staff	

*Fees are subject to change.
 ** Permit Fee shall be waived for non-profit entities. Proof of non-profit status is required. This does not include event organizers that are giving back to a non-profit. Only to the non-profit's themselves.

**ATTACHMENT "B"
Sign Regulations**

Section 8.09 (D.5) Table 1 - Temporary Sign Regulations					
Type	Max. Size (in square feet)	Number permitted	Duration	Zoning	Additional Standards
Banners	24 sf	1 per building or lease space elevation	7 days	All	Allowed four times per calendar year. Banners must be attached to buildings.
Grand Opening	50 sf	No limit	30 days	All	Must use within 180 days of Certificate of Occupancy. Banners, pennants, flags, small balloons and yard signs may all be used.
Weekend Real Estate Directional Signs	4 sf	1 per intersection, 8 total per listing	5:00 pm Friday to 10:00 pm Sunday	All	Signs must be on private property and not in the ROW. No permit required.
Real Estate Directional Signs	4 sf	1 per intersection, 8 total per listing	8:00 am to 7:00 pm Monday-Friday	All	Signs must be on private property and not in the ROW. No permit required.
Yard Signs (for sale, garage sale, etc.)	8 sf	1 per lot	None specified	All Residential	No permit is required. The sign may not be illuminated. 1 may be located outside of gated subdivisions
Neighborhood Event Signs	24 sf	1 per neighborhood entrance	7 days	All Residential	Signs must be removed 24 hours after event. This permit may only be issued twice per calendar year per subdivision.
Residential Construction and Development Signs	32 sf and 8' tall	2	Until 80% of homes sold or apartments rented	All Residential	Signs may be located off-site if permission is granted from the property owner.
Searchlights	Not Applicable	1	72 hours	All Non-Residential	Allowed only in conjunction with a grand opening sign permit.
Inflatable Signs	50 sf	1	72 hours	All Non-Residential	Allowed only in conjunction with a grand opening sign permit.
Commercial Construction and Development Signs	32 sf and 8' tall	1	Until Certificate of Occupancy is issued	All Non-Residential	Sign may only be erected on undeveloped property or on property which is currently under development.
Portable Signs	50 sf	1 per intersection	7 days	All Non-Residential	Only allowed for non-profit institutions based in Keller to advertise events. Only allowed five permits per calendar year
Directional Signs	12 sf	12	7 days for annual events 1 day for more frequent events	All Non-Residential	Only allowed in conjunction with events open to the public. 3' max height. Allowed in ROW to direct people to events open to the public.
Signs at Polling Places	See Sub-Section D.5.d below				



PO Box 770
1100 Bear Creek Pkwy.
Keller, TX 76244
(817) 743-4050
www.CityofKeller.com
Parks&Recreation@cityofkeller.com

SPECIAL PARK USE PERMIT

WHEREAS, _____ a local non profit organization desires to use _____ Park located at _____ hereinafter named to conduct the event described in paragraph 2, Purpose below; and

WHEREAS, such organization meets the criteria for issuance of such permit as follows: (1) they are a local non-profit organization: 2) their proposed event is clearly in the best interest of Keller, in as much as; a) the event promotes business, culture, family, society, history, progress and/or quality of life within the City of Keller; b) the event will not interfere with or detract from the general public use and enjoyment of the park; c) the area and facilities desired have not been reserved for another activity or use at the day and hour requested in the application; and

WHEREAS, issuance of this permit has been recommended by the Director of Parks and Recreation and approved by the Parks and Recreation Board;

NOW, THEREFORE, in consideration of the terms and conditions set forth below, the City of Keller, hereinafter referred to as "City" and _____ a non-profit organization, hereinafter referred to as "User" do hereby execute this SPECIAL PARK USE PERMIT on this the _____ day of _____, 20_____.

WITNESSTH

The City does hereby grant to "User" the privilege of using _____ Park, a public park owned by the City and located at _____ within the corporate limits of the City of Keller, Tarrant County, Texas, upon the following conditions and covenants:

1. Terms

The SPECIAL PARK USE PERMIT shall commence at _____ m. on _____, 20____ and terminate at _____ m. on _____, 20____.

2. Purpose

The purpose of this permit is to allow User, a non-profit organization, to use _____ park to conduct the following event which promotes, business, culture, family society, history, progress, and/or quality of life within the City of Keller:

3. Indemnity

User agrees to indemnify, hold harmless and defend the City, its officers, agents and employees from and against all liability for any and all claims, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expensed including court costs and attorney's fees and other reasonable costs occasioned by or arising out of Users use of the park named above and/or activities conducted in connection with or incidental to this permit and arising out of or resulting from the intentional acts or negligence of User, its officers, agents, employees or persons participating in the event sponsored by User.

User further agrees that it shall, at all times, exercise reasonable precautions on behalf of, and be solely responsible for the safety of its officers, agents, employees, participants, visitors, and other persons, as well as their property, while in or on the park premises or involved in activities in

connection with or incidental to the permitted use of the park under this permit. It is expressly understood and agreed that City shall not be liable or responsible for the negligence of User, its agents, servants, employees, customers, visitors and participants.

It is further agreed with respect to the above indemnity, that City and User will provide the other with prompt and timely notice of any event covered in any way, directly or indirectly, contingently or otherwise affect or might affect the User or City, and City shall have the right to compromise and defend the same extent of its own interests.

User further agrees that this indemnity provision shall be considered as an additional remedy for City and not as an exclusive remedy.

4. **Insurance**

User agrees to provide liability insurance insuring the above indemnity provisions, and products/completed operations coverage, where applicable, in the following amounts:

Bodily injury:	\$50,000 per person \$100,000 per occurrence
	AND
Property damage:	\$10,000 per occurrence

User further expressly agrees that with respect to the above required insurance, the City shall:

- A. Be named as additional insured/or an insured as their interest may appear.
- B. Prior to execution of this Permit, be provided through the office of the City Secretary with wither their original certificate of insurance or their insurance policy evidencing the above requirements.

5. **City Services**

User understands and agrees, as a condition of the granting of this permit, that it is responsible for any and all expense to the City connected with the holding of this event such as clean up, barricades, special officers, damage to the park facilities, or other expense to the end that the City shall be protected from expenditure of funds.

User shall deposit the sum of _____ dollars (\$_____) with the City of Keller Parks and Recreation Department to insure the City's protection from expenditure of funds. The amount of such deposit being the estimated cost to the City as determined by the Keller Parks and Recreation Department and Keller Police Department. Unused portions of such deposit will be returned to the User within thirty (30) days of the close of the permitted event, and in the event expenses exceed the amount of deposits, User agrees to reimburse City for all amounts exceeding the deposit.

User agrees to return the park facility to a clean and orderly condition, with all City of Keller property in its original location.

6. **City Rules, Regulations and Ordinances**

User understands and agrees, as a condition of the granting of this permit, that it must obey and follow all rules, regulations, policies, procedures, and ordinances of the City of Keller.

7. **Special Provisions**

- A. **Security:** Security is required for any public event in which alcohol is served or sold, any event with admission fees, and any event in which the anticipated attendance or the planned activity may affect public safety. The City reserves the right to require security in all instances in which the circumstances warrant. It will be the responsibility of the User to make arrangements for security at the User's expense. The City will determine the number of peace officers an event warrants. User will be required to hire licensed peace

officers who have jurisdiction within the City of Keller. To arrange for off-duty Keller Police officers to control event security, call (817) 743-4522.

- B. **Food or beverage sales:** If serving food and /or beverage to the public, it will be the responsibility of the User to contact the Tarrant County Environmental Health Department at 817-321-4970 to obtain necessary permits and information on proper dispensing and handling procedures. The User must have City approval to serve or sell alcoholic beverages at any event. To serve or sell alcoholic beverages at public events, it is the responsibility of the User to obtain the proper licensing and training from the Texas Alcoholic Beverage Commission.
- C. **Restroom facilities:** For all public events, it will be the responsibility of the User to provide an adequate number of portable toilets, including mobility impaired accessible units, at the User's expense.
- D. **Electrical Use:** The User may use any existing electrical outlets; however, it will be the responsibility of the User to contact the Parks and Recreation Office at least 72 hours prior to the event to insure that the electrical power is turned on. If the event takes place at a site where no electrical outlets are currently in place, or if the User has additional electrical requirements, it will be the responsibility of the User to provide for their own electrical needs. The User must pay electric bill.
- E. **Trash Removal:** It will be the responsibility of the User to pick up trash and litter during and after the event. Groups in excess of 100 persons will be required to remove bags of trash from the park the same day of the event. After the event, the park should be left in as good or better condition than existed prior to your event.
- F. **Parking:** To insure adequate parking for the event permitted herein, user shall be permitted to utilize non-paved park surface for the parking of vehicles. User agrees that parking on non-paved surfaces shall be limited to those areas specifically designated by the city.

8. Assignment/Transfer

It is expressly understood that this permit exclusively to the parties named herein and is not assignable or transferable.

APPROVED BY THE CITY OF KELLER

Recreation Manager

USER

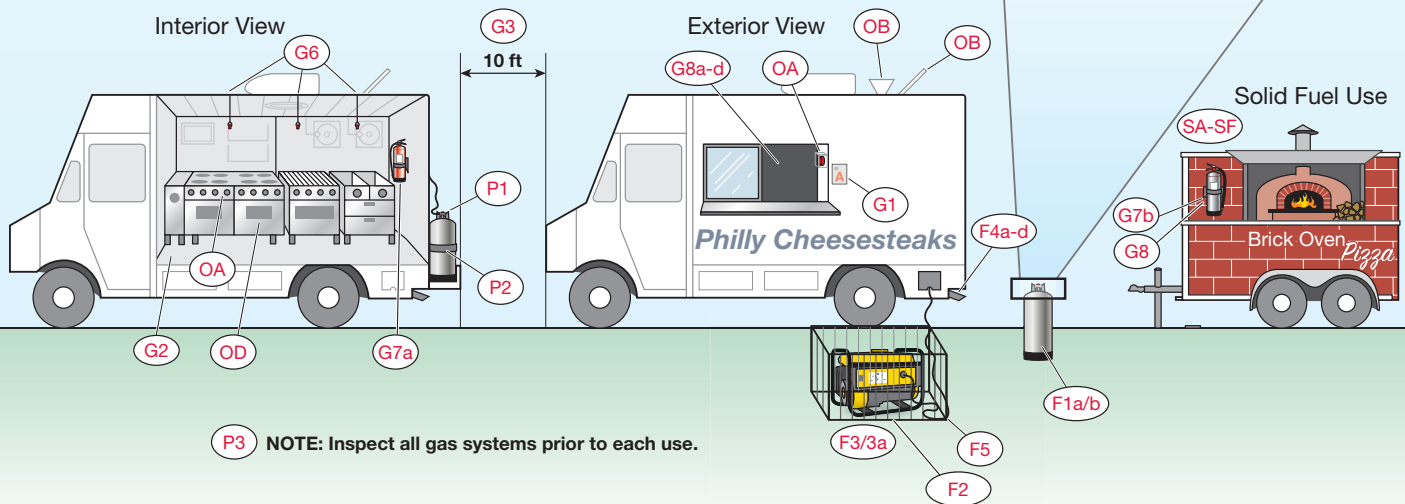
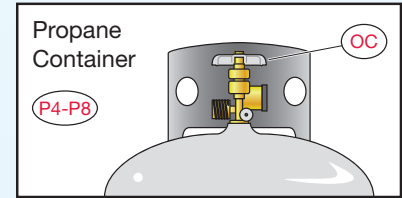
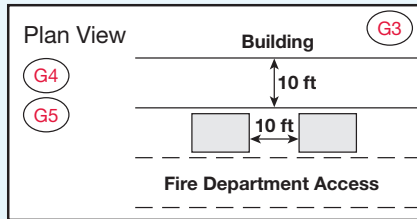
Name: _____

Title: _____

Please include full explanation of event below, including areas needed, expected attendance and activities that will be offered. (Attach another page if needed).



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.7.1.6.3] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- Ensure that workers are trained in the following: [96:B.15.1] **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
 - Proper method of shutting off fuel sources [96:10.4.1] **G8b**
 - Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- ❑ Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - ❑ At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
 - ❑ At least 10 ft from every means of egress [96:B.13] **F4b**
 - ❑ Directed away from all buildings [1:11.7.2.2] **F4c**
 - ❑ Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **F5**

Propane System Integrity Checklist

- ❑ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ❑ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ❑ Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- ❑ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ❑ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ❑ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ❑ Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

Operational Safety Checklist

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- ❑ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- ❑ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- ❑ Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

NFPA RESOURCES

NFPA 1, *Fire Code*, 2018 Edition

NFPA 1 Fire Code Handbook, 2018 Edition

NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition

LP-Gas Code Handbook, 2017 Edition

NFPA 70®, *National Electrical Code*®, 2017 Edition

National Electrical Code® *Handbook*, 2017 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition

NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook, 2017 Edition

➤ **BECOME AN NFPA MEMBER**
FOR MORE OF THESE RESOURCES



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LET'S PROTECT IT TOGETHER.™

NOTE: This information is provided 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. Check with the local jurisdiction for specific requirements. This safety 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.

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CHECKLIST FOR MOBILE FOOD PREPARATION VEHICLES AND TENTS

Keller Fire-Rescue
1100 Bear Creek Parkway, Keller TX 76248
(817) 743-4400 Phone (817) 743-4409 (Fax)

- 🔥 All mobile food and retail sale vehicles are required to have a Mobile Permit issued by the City of Keller. Contact the City permitting office at 817-743-4110.
- 🔥 All mobile food vehicles and tent vendors that cook and prepare foods are required to have a fire safety inspection from the City Fire Inspector prior to conducting business in the City of Keller. Contact the Fire Marshal's office at 817-743-4400.
- 🔥 All mobile food units are required to obtain an annual food service permit from the Tarrant County Public Health Department prior to setting up business. The unit must be in compliance with the Texas Food Establishment Regulations. The issued Permit Sticker for Tarrant County Health must be current, and affixed to the mobile unit at the time of inspection. Contact 817-321-4700.
- 🔥 Cooking under tents that are not Fire Rated is prohibited. There shall be a permanently affixed tag on the inside of the tent that identifies it meets NFPA flame resistance ratings.
- 🔥 Your mobile food preparation vehicle shall be in compliance with the relevant sections of the 2021 International Fire Code as Amended and Adopted, and NFPA 96, 2021 Edition, along with Appendix B of that Standard.
- 🔥 All inspections, testing, and maintenance as required by the Fire Code shall be current. Documentation of all testing shall be available upon request or inspection tags affixed to equipment as required.

*****Inspection of your mobile food unit is required prior to cooking any food items on the day of the event. Please make arrangements to obtain your mobile permit and have your vehicle inspected by the Fire Prevention Division. The Permit and inspection receipt are required to be displayed and plainly visible on the mobile food unit while operating within the City.***



Mobile Food Preparation Vehicle Guidelines

This guide is to help ensure your mobile food preparation vehicle is compliant with the Keller Fire Department's current safety regulations. This guide should serve as an initial planning tool for compliance. It does not remove the responsibility of the owner to comply with all laws applicable to the mobile food unit. Questions related to mobile food preparation vehicle requirements can be directed to the Fire Prevention Division at 817-743-4400

FIRE EXTINGUISHERS

- All vendors are required to have at least one fire extinguisher with a minimum rating of 2-A:10-B:C with a current inspection/service tag affixed from a State licensed fire extinguisher company.
- The fire extinguisher shall be visible and unobstructed.
- Cooking equipment involving vegetable or animal oils and fats or solid fuels such as wood or wood pellets, shall be protected by a Class K-rated portable extinguisher. The fire extinguisher shall have a current inspection/service tag from a State licensed fire extinguisher company.

FIRE EXTINGUISHING SYSTEMS

- A Type I hood shall be installed at or above all commercial and domestic cooking appliances used for commercial purposes that produce smoke or grease-laden vapors. A Type I hood system shall be equipped with an automatic fire extinguishing system. The fire extinguishing system shall have a current inspection/service tag from a State licensed fire extinguisher company.

COMPRESSED GAS / LPG

- Cylinders shall be properly secured by one or more restraints.
- An inspection and leak test shall be performed on all gas systems annually.
- A listed LP-gas alarm shall be installed within vehicles utilizing LP-gas for cooking operations.
- A minimum of 10-foot clearance should be maintained from any trash or combustible materials.
- Cylinders shall not be kept in the passenger area of the vehicle.
- Cylinders shall be kept away from open flames, generators, or other sources of ignition.

GENERATORS

- Portable generators shall be located no less than 25 feet from combustibles or public areas.
- Refueling shall not be conducted when event is open and operating.
- Generators shall be in a safe working condition according to manufacturer's requirements.

ELECTRICAL/EXTENSION CORDS

- 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, floors, 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 shall be properly rated for use according to manufacturer's requirements.

VEHICLE/TRAILER LOCATION

- The placement of the concession operation shall not interfere with any fire lane, fire break, fire hydrant or exit access of any structures.
- Vehicle/Trailer shall be located to allow for adequate emergency vehicle access.

GENERAL FIRE SAFETY

- Accumulation of combustible rubbish shall not produce conditions that will create a nuisance or a hazard to the public health, safety or welfare.
- Clearance between ignition/heat sources and combustible materials shall be maintained in an *approved* manner.
- Only *approved* containers and portable tanks shall be used for flammable and combustible liquids.
- Flammable and combustible liquids shall be separated from combustible materials and ignition/heat sources by at least 10 feet. Cooking under non-fire rated tents is prohibited.

2021 INTERNATIONAL FIRE CODE

SECTION 319 MOBILE FOOD PREPARATION VEHICLES

319.1 General. All mobile food vehicles shall comply with this section.

319.2 Permit required. Permits shall be required as set forth in Section 105.5.

319.3 Exhaust hood. Cooking equipment that produces grease-laden vapors shall be provided with a kitchen exhaust hood in accordance with Section 606.

319.4 Fire protection. Fire protection shall be provided in accordance with Sections 319.4.1 and 319.4.2.

319.4.1 Fire protection for cooking equipment. Cooking equipment shall be protected by automatic fire extinguishing systems in accordance with Section 904.13.

319.4.2 Fire extinguisher. Portable fire extinguishers shall be provided in accordance with Section 906.4.

319.5 Appliance connection to fuel supply piping. Gas cooking appliances shall be secured in place and connected to fuel-supply piping with an appliance connector complying with ANSI Z21.69/CSA 6.16. The connector installation shall be configured in accordance with the manufacturer's installation instructions. Movement of appliances shall be limited by restraining devices installed in accordance with the connector and appliance manufacturer's instructions.

319.6 Cooking oil storage containers. Cooking oil storage containers within mobile food preparation vehicles shall have a maximum aggregate volume not more than 120 gallons (454 L), and shall be stored in such a way as to not be toppled or damaged during transport.

319.7 Cooking oil storage tanks. Cooking oil storage tanks within mobile food preparation vehicles shall comply with Sections 319.7.1 through 319.7.5.2.

319.7.1 Metallic storage tanks. Metallic cooking oil storage tanks shall be *listed* in accordance with UL 80 or UL 142, and shall be installed in accordance with the tank manufacturer's instructions.

319.7.2 Nonmetallic storage tanks. Nonmetallic cooking oil storage tanks shall be installed in accordance with the tank manufacturer's instructions and shall comply with both of the following:

1. Tanks shall be *listed* for use with cooking oil, including maximum temperature to which the tank will be exposed during use.
2. Tank capacity shall not exceed 200 gallons (757 L) per tank.

319.7.3 Cooking oil storage system components. Metallic and nonmetallic cooking oil storage system components shall include, but are not limited to, piping, connections, fittings, valves, tubing, hose, pumps, vents and other related components used for the transfer of cooking oil.

319.7.4 Design criteria. The design, fabrication and assembly of system components shall be suitable for the working pressures, temperatures and structural stresses to be encountered by the components.

319.7.5 Tank venting. Normal and emergency venting shall be provided for cooking oil storage tanks.

319.7.5.1 Normal vents. Normal vents shall be located above the maximum normal liquid line, and shall have a minimum effective area not smaller than the largest filling or withdrawal connection. Normal vents are not required to vent to the exterior.

319.7.5.2 Emergency vents. Emergency relief vents shall be located above the maximum normal liquid line, and shall be in the form of a device or devices that will relieve excessive internal pressure caused by an exposure fire. For nonmetallic tanks, the emergency relief vent shall be allowed to be in the form of construction. Emergency vents are not required to discharge to the exterior.

319.8 LP-gas systems. Where LP-gas systems provide fuel for cooking appliances, such systems shall comply with Chapter 61 and Sections 319.8.1 through 319.8.5.

319.8.1 Maximum aggregate volume. The maximum aggregate capacity of LP-gas containers transported on the vehicle and used to fuel cooking appliances only shall not exceed 200 pounds (91 kg) propane capacity.

319.8.2 Protection of container. LP-gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement.

319.8.3 LP-gas container construction. LP-gas containers shall be manufactured in compliance

with the requirements of NFPA 58.

319.8.4 Protection of system piping. LP-gas system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact damage, and damage from vibration.

319.8.5 LP-gas alarms. A *listed* LP-gas alarm shall be installed within the vehicle in the vicinity of LP-gas system components, in accordance with the manufacturer's instructions.

319.9 CNG systems. Where CNG systems provide fuel for cooking appliances, such systems shall comply with Sections 319.9.1 through 319.9.4.

319.9.1 CNG containers supplying only cooking fuel. CNG containers installed solely to provide fuel for cooking purposes shall be in accordance with Sections 319.9.1.1 through 319.9.1.3.

319.9.1.1 Maximum aggregate volume. The maximum aggregate capacity of CNG containers transported on the vehicle shall not exceed 1,300 pounds (590 kg) water capacity.

319.9.1.2 Protection of container. CNG containers shall be securely mounted and restrained to prevent movement. Containers shall not be installed in locations subject to a direct vehicle impact.

319.9.1.3 CNG container construction. CNG containers shall be an NGV-2 cylinder.

319.9.2 CNG containers supplying transportation and cooking fuel. Where CNG containers and systems are used to supply fuel for cooking purposes in addition to being used for transportation fuel, the installation shall be in accordance with NFPA 52.

319.9.3 Protection of system piping. CNG system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact damage and damage from vibration.

319.9.4 Methane alarms. A *listed* methane gas alarm shall be installed within the vehicle in accordance with manufacturer's instructions.

319.10 Maintenance. Maintenance of systems on mobile food preparation vehicles shall be in accordance with Sections 319.10.1 through 319.10.3.

319.10.1 Exhaust system. The exhaust system, including hood, grease-removal devices, fans, ducts and other appurtenances, shall be inspected and cleaned in accordance with Section 606.3.

319.10.2 Fire protection systems and devices. *Fire protection systems* and devices shall be maintained in accordance with Section 901.6.

319.10.3 Fuel gas systems. LP-gas containers installed on the vehicle and fuel-gas piping systems shall be inspected annually by an *approved* inspection agency or a company that is registered with the US Department of Transportation to requalify LP-gas cylinders, to ensure that system components are free from damage, suitable for the intended service and not subject to leaking. CNG containers shall be inspected every 3 years in a qualified service facility. CNG containers shall not be used past their expiration date as listed on the manufacturer's container label. Upon satisfactory inspection, the *approved* inspection agency shall affix a tag on the fuel gas system or within the vehicle indicating the name of the inspection agency and the date of satisfactory inspection.

Referenced Code Sections:

105.5.32 Mobile food preparation vehicles. A permit is required for all mobile food vehicles and vendors.

SECTION 606

COMMERCIAL COOKING EQUIPMENT AND SYSTEMS

[M] 606.1 General. Commercial kitchen exhaust hoods shall comply with the requirements of the *International Mechanical Code*.

[M] 606.2 Where required. A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.

Exceptions:

1. Factory-built commercial exhaust hoods that are *listed* and *labeled* in accordance with UL 710, and installed in accordance with Section 304.1 of the *International Mechanical Code*, shall not be required to comply with Sections 507.1.5, 507.2.3, 507.2.5, 507.2.8, 507.3.1, 507.3.3, 507.4 and 507.5 of the *International Mechanical Code*.
2. Factory-built commercial cooking recirculating systems that are *listed* and *labeled* in accordance

with UL 710B, and installed in accordance with Section 304.1 of the *International Mechanical Code*, shall not be required to comply with Sections 507.1.5, 507.2.3, 507.2.5, 507.2.8, 507.3.1, 507.3.3, 507.4 and 507.5 of the *International Mechanical Code*. Spaces in which such systems are located shall be considered to be kitchens and shall be ventilated in accordance with Table 403.3.1.1 of the *International Mechanical Code*. For the purpose of determining the floor area required to be ventilated, each individual appliance shall be considered as occupying not less than 100 square feet (9.3 m²).

3. Where cooking appliances are equipped with integral down-draft exhaust systems and such appliances and exhaust systems are *listed* and *labeled* for the application in accordance with NFPA 96, a hood shall not be required at or above them.

4. A Type I hood shall not be required for an electric cooking appliance where an *approved* testing agency provides documentation that the appliance effluent contains 5 mg/m³ or less of grease when tested at an exhaust flow rate of 500 cfm (0.236 m³/s) in accordance with UL 710B.

606.3 Operations and maintenance. Commercial cooking systems shall be operated and maintained in accordance with Sections 606.3.1 through 606.3.4.

606.3.1 Ventilation system. The ventilation system in connection with hoods shall be operated at the required rate of air movement, and grease filters *listed* and *labeled* in accordance with UL 1046 shall be in place where equipment under a kitchen grease hood is used.

606.3.2 Grease extractors. Where grease extractors are installed, they shall be operated when the commercial type cooking equipment is used.

606.3.3 Cleaning. Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals as required by Sections 606.3.3.1 through 606.3.3.3.

606.3.3.1 Inspection. Hoods, grease-removal devices, fans, ducts and other appurtenances shall be inspected at intervals specified in Table 606.3.3.1 or as *approved* by the *fire code official*. Inspections shall be completed by qualified individuals.

**TABLE 606.3.3.1
COMMERCIAL COOKING SYSTEM INSPECTION FREQUENCY**

TYPE OF COOKING OPERATIONS	FREQUENCY OF INSPECTION
High-volume cooking operations such as 24-hour cooking, charbroiling or wok cooking	3 months
Low-volume cooking operations such as places of religious worship, seasonal businesses and senior centers	12 months
Cooking operations utilizing solid fuel-burning cooking appliances	1 month
All other cooking operations	6 months

606.3.3.2 Grease accumulation. If during the inspection it is found that hoods, grease-removal devices, fans, ducts or other appurtenances have an accumulation of grease, such components shall be cleaned in accordance with ANSI/IFECA C10.

606.3.3.3 Records. Records for inspections shall state the individual and company performing the inspection, a description of the inspection and when the inspection took place. Records for cleanings shall state the individual and company performing the cleaning and when the cleaning took place. Such records shall be completed after each inspection or cleaning and maintained.

606.3.3.3.1 Tags. When a commercial kitchen hood or duct system is inspected, a tag containing the service provider name, address, telephone number and date of service shall be provided in a conspicuous location. Prior tags shall be covered or removed.

606.3.4 Extinguishing system service. Automatic fire extinguishing systems protecting commercial cooking systems shall be serviced as required in Section 904.13.5.

606.4 Appliance connection to building piping. Gas-fired commercial cooking appliances installed on casters and appliances that are moved for cleaning and sanitation purposes shall be connected to the

pipng system with an appliance connector *listed* as complying with ANSI Z21.69/CSA 6.16. The commercial cooking appliance connector installation shall be configured in accordance with the manufacturer's installation instructions. Movement of appliances with casters shall be limited by a restraining device installed in accordance with the connector and appliance manufacturer's instructions.

SECTION 901 FIRE PROTECTION AND LIFE SAFETY SYSTEMS

901.6 Inspection, testing and maintenance. *Fire protection and life safety systems* shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired *fire protection and life safety systems* and equipment shall be inspected, tested and maintained or removed in accordance with Section 901.8.

901.6.1 Standards. *Fire protection systems* shall be inspected, tested and maintained in accordance with the referenced standards *listed* in Table 901.6.1.

**TABLE 901.6.1
FIRE PROTECTION SYSTEM MAINTENANCE STANDARDS**

SYSTEM	STANDARD
Portable fire extinguishers	NFPA 10
Carbon dioxide fire-extinguishing systems	NFPA 12
Halon 1301 fire-extinguishing systems	NFPA 12A
Dry-chemical extinguishing systems	NFPA 17
Wet-chemical extinguishing systems	NFPA 17A
Water-based fire protection systems	NFPA 25
Fire alarm systems	NFPA 72
Smoke and heat vents	NFPA 204
Water-mist systems	NFPA 750
Clean-agent extinguishing systems	NFPA 2001
Aerosol fire-extinguishing systems	NFPA 2010

901.6.3 Records. Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained.

901.6.3.1 Records information. Initial records shall include the name of the installation contractor, type of components installed, manufacturer of the components, location and number of components installed per floor. Records shall include the manufacturers' operation and maintenance instruction manuals. Such records shall be maintained for the life of the installation.

SECTION 904 ALTERNATIVE AUTOMATIC FIRE-EXTINGUISHING SYSTEMS

904.13 Commercial cooking systems. The automatic fire extinguishing system for commercial cooking systems shall be of a type recognized for protection of commercial cooking equipment and exhaust systems of the type and arrangement protected. Pre-engineered automatic dry- and wet-chemical extinguishing systems shall be tested in accordance with UL 300 and *listed* and *labeled* for the intended application. Other types of automatic fire-extinguishing systems shall be *listed* and *labeled* for specific use as protection for commercial cooking operations. The system shall be installed in accordance with this code, NFPA 96, its listing and the manufacturer's installation instructions. Automatic fire-extinguishing systems of the following types shall be installed in accordance with the referenced standard indicated, as follows:

1. Carbon dioxide extinguishing systems, NFPA 12.
2. *Automatic sprinkler systems*, NFPA 13.
3. Automatic water mist systems, NFPA 750.
4. Foam-water sprinkler system or foam-water spray systems, NFPA 16.

5. Dry-chemical extinguishing systems, NFPA 17.
6. Wet-chemical extinguishing systems, NFPA 17A.

Exception: Factory-built commercial cooking recirculating systems that are tested in accordance with UL 710B and *listed, labeled* and installed in accordance with Section 304.1 of the *International Mechanical Code*.

904.13.1 Manual system operation. A manual actuation device shall be located at or near a *means of egress* from the cooking area not less than 10 feet (3048 mm) and not more than 20 feet (6096 mm) from the kitchen exhaust system. The manual actuation device shall be installed not more than 48 inches (1200 mm) nor less than 42 inches (1067 mm) above the floor and shall clearly identify the hazard protected. The manual actuation shall require a maximum force of 40 pounds (178 N) and a maximum movement of 14 inches (356 mm) to actuate the fire suppression system.

Exception: *Automatic sprinkler systems* shall not be required to be equipped with manual actuation means.

904.13.2 System interconnection. The actuation of the fire extinguishing system shall automatically shut down the fuel or electrical power supply to the cooking equipment. The fuel and electrical supply reset shall be manual.

904.13.3 Carbon dioxide systems. Where carbon dioxide systems are used, there shall be a nozzle at the top of the ventilating duct. Additional nozzles that are symmetrically arranged to give uniform distribution shall be installed within vertical ducts exceeding 20 feet (6096 mm) and horizontal ducts exceeding 50 feet (15 240 mm). Dampers shall be installed at either the top or the bottom of the duct and shall be arranged to operate automatically upon activation of the fire-extinguishing system. Where the damper is installed at the top of the duct, the top nozzle shall be immediately below the damper. Automatic carbon dioxide fire-extinguishing systems shall be sufficiently sized to protect all hazards venting through a common duct simultaneously.

904.13.3.1 Ventilation system. Commercial-type cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation.

904.13.4 Special provisions for automatic sprinkler systems. *Automatic sprinkler systems* protecting commercial-type cooking equipment shall be supplied from a separate, indicating-type control valve that is identified. Access to the control valve shall be provided.

904.13.4.1 Listed sprinklers. Sprinklers used for the protection of fryers shall be tested in accordance with UL 199E, *listed* for that application and installed in accordance with their listing.

904.13.5 Operations and maintenance. Automatic fire extinguishing systems protecting commercial cooking systems shall be maintained in accordance with Sections 904.13.5.1 through 904.13.5.3.

904.13.5.1 Existing automatic fire-extinguishing systems. Where changes in the cooking media, positioning of cooking equipment or replacement of cooking equipment occur in existing commercial cooking systems, the automatic fire-extinguishing system shall be required to comply with the applicable provisions of Sections 904.13 through 904.13.4.

904.13.5.2 Extinguishing system service. Automatic fire-extinguishing systems shall be serviced not less frequently than every six months and after activation of the system. Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to the *fire code official* upon completion.

904.13.5.3 Fusible link and sprinkler head replacement. Fusible links and automatic sprinkler heads shall be replaced annually, and other protection devices shall be serviced or replaced in accordance with the manufacturer's instructions.

Exception: Frangible bulbs are not required to be replaced annually.

SECTION 906

PORTABLE FIRE EXTINGUISHERS

906.4 Cooking equipment fires. Fire extinguishers provided for the protection of cooking equipment shall be of an *approved* type compatible with the automatic fire-extinguishing system agent. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a Class K-rated portable extinguisher in accordance with Sections 906.1, Item 2, 906.4.1 and 906.4.2 as applicable.

906.4.1 Portable fire extinguishers for solid fuel cooking appliances. Solid fuel cooking

appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m³) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with Section 906.1.

906.4.2 Class K portable fire extinguishers for deep fat fryers. Where hazard areas include deep fat fryers, *listed* Class K portable fire extinguishers shall be provided as follows:

1. For up to four fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each: one Class K portable fire extinguisher of a minimum 1.5-gallon (6 L) capacity.
2. For every additional group of four fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each: one additional Class K portable fire extinguisher of a minimum 1.5-gallon (6 L) capacity shall be provided.
3. For individual fryers exceeding 6 square feet (0.55 m²) in surface area: Class K portable fire extinguishers shall be installed in accordance with the extinguisher manufacturer's recommendations.



MOBILE PERMIT

BUILDING SERVICES

DATE _____

PERMIT NO. _____

BUSINESS DESCRIPTION

SALES TAX ID # _____ BUSINESS NAME _____

TYPE OF BUSINESS _____ BUSINESS MAILING ADDRESS _____

BUSINESS OWNER NAME _____ CONTACT NAME _____

BUSINESS OWNER PHONE # _____ CONTACT PHONE # _____

BUSINESS OWNER E-MAIL _____ BUSINESS OWNER E-MAIL _____

COUNTY HEALTH PERMIT # (IF APPLICABLE) _____

VEHICLE INFORMATION

LICENSE PLATE # _____ DATE OF LAST KELLER FIRE INSPECTION _____

INSURANCE POLICY # _____ ELECTRICITY SOURCE _____

INSURANCE CARRIER _____ IF GENERATOR, FUEL TYPE _____

WATER SOURCE _____

ADDITIONAL PERMIT INFORMATION

Is this application part of a Special Event Permit? Yes ___ No ___ If yes what event? _____

In order to complete this application, please:

- pay the \$50 annual Mobile Permit fee
- attach a copy of your Tarrant County Health Department Permit
- attach one photo of vehicle
- proof of insurance showing a minimum amount of \$1,000,000 liability insurance

Please refer to attached Ordinance related to Food Trucks and Mobile Vendors.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW.

Applicant Name _____ Signature _____ Business Owner Name _____ Signature _____

Released for Operation: _____

Date: _____

Comments:

ORDINANCE NO. 2058

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS, APPROVING AN AMENDMENT TO THE CITY OF KELLER UNIFIED DEVELOPMENT CODE (UDC), ADOPTED BY ORDINANCE NO. 1746 DATED JULY 7, 2015, BY AMENDING ARTICLE 3 – DEFINITIONS AND ARTICLE 8 - ZONING DISTRICTS, DEVELOPMENT STANDARDS, TREE PRESERVATION, RELATED TO FOOD TRUCKS, FOOD TRUCK COURTS AND MOBILE VENDORS; AUTHORIZING PUBLICATION; PROVIDING A PENALTY; AND ESTABLISHING AN EFFECTIVE DATE. CITY OF KELLER, APPLICANT. (UDC-22-0001)

WHEREAS, the City Council of the City of Keller, Texas, finds it to be in the best interest of the citizens to amend the Unified Development Code as detailed in “Exhibit A” to encourage the use of Food Trucks, Mobile Vendors and the development of Food Truck Courts in the City of Keller; and

WHEREAS, notice of a public hearing before the Planning and Zoning Commission (Commission) was published in the Fort Worth Star Telegram on February 25, 2022; and

WHEREAS, the Commission held a public hearing on March 8, 2022 and unanimously recommended approval; and

WHEREAS, notice of a public hearing before the City Council was published in the Fort Worth Star Telegram, a newspaper of general circulation in Keller, on March 20, 2022; and

WHEREAS, the City Council does find that there is community support for said revisions to the Unified Development Code, and that the public requires the amendment;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS:

Section 1: THAT, the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Section 2: THAT, in accordance with the Unified Development Code, the City Council of the City of Keller, Texas hereby authorizes approval of amendment to the City of Keller Unified Development Code, adopted by Ordinance No. 1746 dated July 7, 2015, by amending Article 3 – Definitions and Article 8 - Zoning Districts, Development Standards, Tree Preservation, related to food trucks, food truck courts and mobile vendors; authorizing publication; providing a penalty; and establishing

an effective date. City of Keller, applicant, in the City of Keller, Tarrant County, Texas, and incorporated herein.

Section 3: THAT, all sections shall be amended to read as detailed in "Exhibit A," incorporated into this Ordinance by reference.

Section 4: THAT, all other ordinances in conflict herewith are hereby repealed.

Section 5: THAT, any person, firm, or corporation violating any of the provisions of this Ordinance, as read together with the Unified Development Code and accompanying map thereto, shall be guilty of a misdemeanor and upon final conviction therefore shall be fined in a sum not to exceed Two Thousand Dollars (\$2,000.00). Each and every day such violation continues shall constitute a separate offense and shall be punishable as such hereunder.

Section 6: THAT, if any section, paragraph, clause, phrase, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the validity or unenforceability of such section, paragraph, clause, phrase, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 7: THAT, the City Secretary is hereby authorized and directed to cause publication of the descriptive caption and penalty clause hereof as an alternative method of publication provided by law.

Section 8: THAT, this Ordinance shall become effective thirty-days after the date of passage and adoption by the City Council of the City of Keller, Texas.

AND IT IS SO ORDAINED.

Passed and approved by a vote of 5 to 1 on this the 5th day of April, 2022.



CITY OF KELLER, TEXAS

BY: 
Armin R. Mizani, Mayor

ATTEST:


Kelly Ballard, City Secretary

Approved as to Form and Legality:

 
L. Stanton Lowry, City Attorney

Article 3 - Definitions

Food Truck means any vehicle, trailer, or apparatus from which edible food products are cooked, prepared or assembled with the intent to sell such items to the general public, provided further that food trucks may also sell other edible food products and beverages that have been prepared or assembled elsewhere.

Food Truck Court means a property used or developed to accommodate one or more food trucks and/or mobile vendor units as one of the uses of the property while accommodating areas on the property for entertainment or recreational opportunities. Food Truck Courts must have a valid certificate of occupancy, in addition to all other applicable permits and inspections.

Food Truck Operator means any person, firm, corporation or other entity engaged in the selling or offering for sale any and all food or food products outdoors from a food truck.

Mobile Vendor means any person, firm, corporation or other entity engaged in the selling or offering for sale any and all goods, services, wares, beverages or merchandise from a mobile vending unit.

Mobile Vending Unit means any vehicle, cart, trailer, conveyance, or apparatus used for the displaying, storing or transporting of articles offered for sale by a mobile vendor.

Sec. 8.15 – Supplemental Regulations

O. Food Trucks, Food Truck Courts and Mobile Vendors

The purpose of this ordinance is to encourage the operation of Food Trucks in the City of Keller. Though the ordinance does not regulate the use of Food Trucks for private events in residential areas, it does address the use of food trucks, mobile vendors, and food truck courts on private commercial property and on City-owned and/or managed property. To operate in residential areas, food trucks must obtain a state-required fire inspection and Keller Fire Department permit.

Special Event Review Team (SPERT) refers to the group of city employees responsible for reviewing and approving special event permit applications to ensure events are in keeping with city guidelines and policies.

Overnight for the purposes of this section shall mean that sales and/or the distribution of goods shall be limited to the hours between 6 a.m. and midnight. A food truck or mobile vendor may set up one (1) hour prior to 6 a.m. and must depart by no later than one (1) hour after midnight.

A. General Operating Requirements:

1. Food truck or mobile vendors shall obtain a renewable, annual Food Truck and Mobile Vendor Unit permit from the City of Keller before operating in the City.
2. A fire inspection must be conducted and passed every six months per NFPA 96 (National Fire Protection Association).
3. Food trucks and mobile vending units may operate for up to 8 days per month at the same location unless approved by a Specific Use Permit to operate longer.
4. All Food Trucks and Mobile Vendor Units shall meet the City of Keller requirements of the most recently adopted applicable International Code Council building codes including the Fire and Electrical Codes.
5. Electricity shall be from a generator or an electrical outlet. The generator shall be located no less than 25 feet from any other food truck, mobile vendor unit, and/or combustibles.

6. Temporary connections to potable water are prohibited unless specifically designed for food truck hook-ups utilizing food grade water hoses (i.e. Bates Street). Otherwise, water shall be from an internal tank.
7. A drive-through service is not permitted as part of Food Truck, Mobile Vendor, or Food Truck Court operations.
8. Food Trucks and Mobile Vendor Units shall be removed from the location on a daily basis and may not be parked overnight unless approved by a SPERT permit. This provision applies to food trucks servicing residential areas as well as all other areas in the City. However, restaurants that also have a food truck service may store their food trucks (when not operating) on the same site as the restaurant as long as the food truck is parked to the side or behind the building and parking requirements for the restaurant can still be met.
9. Food Trucks and Mobile Vendor Units shall not operate less than ten (10) feet from another food truck, mobile vendor unit or structure.
10. Food Trucks and Mobile Vendor Units shall not operate:
 - a) Within 25 feet of any intersection;
 - b) Within 25 feet of any stop sign, flashing beacon, yield sign, or other traffic control signal located on the side of a roadway;
 - c) Within five (5) feet of any public driveway, wheelchair ramp or bicycle ramp;
 - d) In any manner that impedes an exit or entrance of an operating building.
 - e) In any manner that obscures traffic sight visibility. This includes placement of merchandise, advertising, and/or seating.
 - f) Further than 150 feet from paved fire apparatus access.
11. All Food Trucks and Mobile Vendor Units shall be equipped with a lidded trash receptacle. The trash receptacle must be placed outside next to the food trucks and mobile vendor units for use by the patrons of the unit. The area, including a 50-foot radius around the Food Trucks and Mobile Vendor Units, shall be kept clean and free from litter, garbage, and debris.
12. Except as otherwise limited by the City of Keller Code of Ordinances or other City Codes, an individual food truck operator or mobile vendor may utilize outside seating consisting of a portable table and a seating capacity not to exceed eight (8). No furniture or any other objects can be placed in the street, sidewalk, or any right-of-way (ROW).
13. Owners of any food truck or mobile vendor unit must sign a notarized statement that they acknowledge and accept a minimum amount of \$1,000,000 liability insurance, that covers the food truck or mobile vendor, must be maintained at all times and that proof of such insurance coverage can be required to be provided to the City upon three (3) working days' notice to the owner. This requirement may be met with an additional rider on the related automobile insurance.

B. Food Truck Courts

1. Food Truck Courts shall only be permitted by a specific use permit (SUP) in a commercially zoned district (NS, R, C, TC, OTK, KR, LI, and MU-PD). Food Truck Courts shall meet the zoning district regulations in which they are located. Developments that incorporate Food Trucks, Mobile Vendor Units, and/or Food Truck Courts shall be part of an approved Planned Development.
2. The Certificate of Occupancy shall be obtained and maintained by the Food Truck Court rather than individual vendors.
3. Water and wastewater hook-ups for all food trucks will be provided and must be utilized. Hose hook-ups to potable water must be of food grade quality.
4. Food Truck Courts shall provide restrooms and seating for guests.
5. If the Food Truck Court operates in conjunction with another facility with bathrooms, those

bathrooms will suffice for this requirement as long as they meet the current building codes related to capacity for both the facility and the Food Truck Court at full capacity and are accessible during the same operating hours as the Food Truck Court vendors' operating hours.

C. Provisions for Private Commercial Property (Non-Residential Zoning Districts)

1. All Food Trucks and Mobile Vendor Units must be located on a parcel which is appropriately zoned for commercial development and use.
2. Food Trucks and Mobile Vendor Units may not stay overnight.
3. Food Trucks and Mobile Vendor Units shall be located on an individual private parcel, adjacent to or where, within 300 feet, an existing permanent business operates in a building with a certificate of occupancy.
4. Food Trucks and Mobile Vendor Units, including any applicable seating, may operate in parking spaces if the required parking for the center remains in compliance with Keller Unified Development Code Section 8.07 Off-Street Parking and Loading Requirements.

D. Provisions for City-Owned and/or Managed Property

1. A Hold-Harmless Agreement is required to be completed with the City of Keller if the food truck or mobile vendor unit is to be located on City of Keller property.
2. The City Manager or his/her designee shall have the authority to manage the operation for Food Trucks and Mobile Vendor Units on city-owned and/or managed property. Such property includes but is not limited to Town Hall, Bates Street, Sports Park, Bear Creek Park, and Old Town.
3. SPERT Permits (Special Permit for Events Review Team) identify the person responsible for each particular event. All Food Trucks and Mobile Vendor Units that are associated with each particular event come under the umbrella of the SPERT permit. Therefore, each vendor does not have to submit an individual permit request for a SPERT event. However, any trucks or vendors participating in a SPERT will need to be registered with the City. (See A (1) and (2), above.)

E. *Fees.* Food Truck and Mobile Vendor permit fees are located in APPENDIX C FEE SCHEDULE of the City of Keller Unified Development Code.



COOKING TENTS REQUIREMENTS KELLER FIRE-RESCUE FIRE MARSHAL'S OFFICE

These guidelines shall be followed when a business or individual wishes to conduct cooking activities underneath a tent.

All Tent Structures, for the purposes of this guideline and any other guidelines, or requirements of the Fire Department shall conform to the 2021 International Fire Code Chapter 31. This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Keller, or determinations and positions of the Fire Chief or Fire Marshal.

Tent Structure Requirements

1. **A minimum of 20 ft. clear width shall be provided around the tent, and shall be no closer than 20 ft. to lot lines, buildings, other temporary structures, vehicles.**
2. The structure shall not be located within a fire lane or public street unless part of a planned event with street closure.
3. For cooking underneath a tent, the tent shall have a fire rating tag affixed to the tent by the manufacturer indicating compliance with NFPA 701.
4. The tent/canopy is NOT open to the public; only vendors are allowed under the tent/canopy.
5. Public may approach the opposite side of the tent or canopy from where the cooking equipment is to purchase items.
6. Only commercial listed cooking appliances are allowed to be used.
7. Combustibles must be a minimum of 3 feet away from the cooking appliance.
8. Any cooking operation that involves grease-laden vapors must have a Class K fire extinguisher in addition to a 2A:10BC fire extinguisher within 30 feet.
9. Fire extinguishers are required to be inspected and tagged by a State of Texas licensed fire extinguisher company.
10. LP-gas containers shall be positioned with safety release valves pointed away from the tent/canopy.

Submittal Requirements

1. Submit Fire Department Permit Application
2. Schedule an Inspection

Inspection Requirements

1. Fire extinguishers shall be tagged by a Texas State licensed fire extinguisher company.
2. Fire resistance label legible and affixed to the tent by the manufacturer.
3. Tarrant County Health Permit is Required.
4. The inspection and permit are required prior to the scheduled event; no on-site, day-of-event permits will be issued.
5. All equipment shall be brought to Keller Town Hall, 1100 Bear Creek Parkway, Keller, TX 76248, for the inspection. Please ensure the NFPA 701 label is sewn into the tent and that your fire extinguishers have current inspections tags affixed.

A permit will be issued by the Fire Department and will be valid for one year upon passing of the Inspection.

Contact Fire Prevention at 817-743-4470 to schedule an Inspection.



FOOD VENDOR APPLICATION (TENTS)

Keller Fire-Rescue

Fire Prevention Division

1100 Bear Creek Parkway

Keller, TX 76248

Phone 817-743-4400

Fax 817-743-4409

Business Information:

Date _____ Sales Tax ID # _____

Business Address _____

City _____ State _____ Zip _____

Business Phone _____

Email _____

Name of business _____

Type of business _____

Business Owner Information:

Name _____ E-mail _____

Mailing Address:

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____

Property Owner Information:

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____

Insurance Policy # _____

Insurance Carrier _____

Tarrant County Health Permit Number: _____

TENT AND MEMBRANE STRUCTURES



KELLER FIRE-RESCUE

FIRE MARSHAL'S OFFICE

These guidelines shall be followed when a group, facility, residential subdivision, or multi-family dwelling unit, within the City of Keller, requests the use of a temporary structure. A temporary structure shall be a tent, canopy, air-supported, air-inflated or tensioned membrane structure.

All Tent and Membrane Structures for the purposes of this guideline and any other guidelines or requirements of the Fire Department shall conform to the 2021 International Fire Code. This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Keller, or determinations and positions of the Fire Chief or Fire Marshal.

When Required.

A permit is required when the tent or membrane structure has an area in excess of 400 sq. ft. Section 105.6.24 and 3103.

Definitions:

Membrane Structure: An air-inflated, air-supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent or canopy.

Tent: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Tent/Membrane Structure Requirements.

1. A minimum of 20 ft. clear width shall be provided around the tent, and shall be no closer than 20 ft. to lot lines, buildings, other temporary structures, vehicles. Support ropes and guy wires are not included.
2. Anchoring shall be by staking, **water barrels are not permitted for tents or canopies over 400 sf.**
3. The structure shall not be located within a fire lane or public street.
4. Fire apparatus access roads shall be provided.
5. Smoking, cooking or use of open flames in the tent shall not be permitted.
6. Approved "No Smoking" signs shall be conspicuously posted.
7. Exits, with a minimum width of 6 ft. each, shall be provided and kept clear at all times. The number of exits shall be determined by the occupant load and Table 3103.12.2. Exit signs shall be self-luminous or shall be internally or externally illuminated.
8. A minimum of a 12 foot "fire break" shall be provided around the exterior of the tent/membrane structure that is free of guy ropes or other obstructions.
9. Certification or affirmation of the following shall be provided from the manufacturer or providing agency:
 - a. Fire resistance rating provided
 - b. Date last treated
 - c. Type of chemical
10. Hay, straw, shavings or similar combustible materials shall not be located within any tent or air-supported structure. Open flame or other devices emitting flames, fire or heat or any flammable or combustible liquids, gas, or charcoal shall not be permitted under the tent or located within 20 ft., unless specifically approved and permitted.
11. Warming of foods and similar operations using solid flammables or other similar devices that do not pose a fire hazard, shall be permitted.
12. If heating and cooking devices are approved, they shall not be located within 10 ft. of an exit or combustible materials. **For cooking underneath a tent, the tent shall have a fire rating tag affixed to the tent by the manufacturer indicating compliance with NFPA 701. All frying processes shall include a "K" Class Fire Extinguisher.** A minimum of 3 ft. clearance shall be provided from the inside material of the tent, canopy or membrane structure and the interior contents.
13. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on

which the tent structure is located. The affidavit shall attest to all of the following information relative to the flame propagation performance criteria of the fabric. [Reference 2021 IFC Section 3104.4] Certificate shall include the following information:

- Names and address of the owners of the tent or air-supported structure
- Date the fabric was last treated with flame-retardant solution
- Trade name or kind of chemical used in treatment
- Name of person or firm treating the material
- Name of testing agency and test standard by which the fabric was tested

All applicable requirements of Chapter 31, Tents, Temporary Special Event Structures and Other Membrane Structures shall be met.

To expedite the plan review and inspection processes, please refer to the information listed below.

Submittal Requirements:

14. Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
15. Each submittal shall have a completed Keller Fire-Rescue Plan Review/Permit Application.
16. Plans approved by the Fire Marshal's Office give authorization for construction. Final approvals are subject to field verification.
17. A detailed site and floor plan shall include the following information:
 - Indicate details of the means of egress
 - Seating or occupancy capacity
 - Exits and exit pathways indicated on the floor plan
 - Use of the tent or membrane structure
 - Will cooking or heating devices be within or near the tent? If so, information regarding the cooking operation shall be submitted concurrent with the permit review
 - Locations of fire extinguishers
 - Fire Department access route and nearest fire hydrants
 - Additional information based upon use and hazards

Submittals that do not conform to the minimum above requirements will not be approved.

General Requirements.

18. Any approval issued by the Fire Marshal's Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the event.
19. All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal's Office.
20. All fire department inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

Inspection Requirements.

1. The permit shall be valid only for the dates specifically requested and indicated on the issued permit.
2. Installation personnel shall be present for the inspection.
3. Verification of compliance and inspection by the Fire Department shall be required PRIOR to use.
4. All required exits shall be available and kept clear.
5. Fire extinguishers must be kept in place and operable.
6. Fire resistance label legible and affixed to the tent by the manufacturer.
7. No combustibles or heating/cooking devices within the tent, unless specifically requested, approved and permitted by code.
8. Additional inspections based upon the use and hazards.



APPLICATION FOR FIRE SUPPRESSION AND LIFE SAFETY PERMIT

Fire Prevention Division
KELLER FIRE-RESCUE

DATE _____ PERMIT NO. _____

PROPERTY DESCRIPTION

PROJECT ADDRESS _____ SUITE# _____

PROPERTY OWNER NAME _____

PROPERTY OWNER ADDRESS _____

PROJECT NAME _____ PROPERTY OWNER PHONE # _____

CONTACT NAME _____ CONTACT EMAIL _____

WORK ACTIVITY

Type of Permit

- | | | |
|--|---|---|
| <input type="checkbox"/> New Commercial Sprinkler | <input type="checkbox"/> Sprinkler Retrofit | <input type="checkbox"/> Commercial Generator |
| <input type="checkbox"/> Sprinkler Modification | <input type="checkbox"/> Fixed Extinguishing System | <input type="checkbox"/> Fire Alarm |
| <input type="checkbox"/> AST/UST Installation | <input type="checkbox"/> Access Control Gate/Doors | <input type="checkbox"/> Compressed Gas/CO2 |
| <input type="checkbox"/> Pyrotechnics | <input type="checkbox"/> Tent | |
| <input type="checkbox"/> Residential Underground | <input type="checkbox"/> Commercial Underground Fire Line | |
| <input type="checkbox"/> New Residential Sprinkler | | |

AREA IN USE

Construction Value \$ _____ Total Square Feet _____

PERMIT APPLICANT INFORMATION – please print

Contractor _____ Contact Name _____

Address _____ Phone # _____

City/State/Zip _____ E-Mail: _____

Signature of Permit Applicant _____

Please Print Name _____

Plan Review Fee \$ _____ Permit \$ _____

Total Fee \$ _____

Permit Released _____ Date _____

****BE ADVISED, THE MINIMUM FINE FOR INSTALLATION WITHOUT A PERMIT AND APPROVED PLANS IS \$250.00** INCOMPLETE ADDRESS INFORMATION WILL RESULT IN A DENIAL.**

Keller Fire-Rescue

Fire Prevention Division

Permit and Submittal Requirements for Fireworks, Pyrotechnic, or Flame Effect Displays or Productions



If you have any questions or comments regarding the information contained within, or if you need assistance interpreting these requirements, please contact:

Keller Fire Rescue
Fire Prevention Division
1100 Bear Creek Parkway
Keller, TX 76248 www.cityofkeller.com
Tel: (817) 743-4400
Fax: (817) 743-4409
Inspection Requests & General Questions: (817) 743-4472

All requirements for Pyrotechnics Displays shall conform to the 2021 International Fire Code, as amended and adopted by City of Keller and the currently published Editions of NFPA 1126, NFPA 1124, NFPA 1123, and NFPA 160. These guidelines shall be followed when a business, group, or other entity within the City of Keller, requests the use and display of pyrotechnics, commonly referred to as “fireworks”. This document will assist in the permitting and submittal requirements for the use of fireworks, flame effects or other similar pyrotechnics displays.

ORDINANCE AMENDMENTS

1. 5601.1.3 Fireworks. The possession, manufacture, storage, sale, handling and use of fireworks are prohibited.

Exceptions:

- a) Only when approved for fireworks displays, storage and handling of fireworks as approved in Section 5604 and 5608.
 - b) The use of fireworks for approved display as permitted in Section 5608.
2. Fireworks. Fireworks are defined as...any composition or device for the purpose of producing a visible or an audible effect for entertainment purposes by combustion, deflagration, detonation, and/or activated by ignition with a match or other heat producing device that meets the definition of 1.4G fireworks or 1.3 fireworks as set forth herein.

TERRITORIAL APPLICABILITY

3. This article shall be applicable and in force throughout the territory of the city within its corporate limits.
4. This article shall also be applicable and in force within the area immediately adjacent and contiguous to the city limits of the city and extending for a distance outside the city limits for a total of 5,000 feet outside the city limits; provided that this article shall not apply within any portion of such 5,000 area which is contained within the territory of any other municipal corporation.

DEFINITIONS

5. Fireworks. Fireworks are defined as...any composition or device for the purpose of producing a visible or an audible effect for entertainment purposes by combustion, deflagration, detonation, and/or activated by ignition with a match or other heat producing device that meets the definition of 1.4G fireworks or 1.3 fireworks as set forth herein. NOTE: A pyrotechnics permit includes the use of 1.2G and 1.1G.
6. Fireworks Display. A presentation of fireworks or pyrotechnic devices for a public or private gathering.
7. Flame Effect. The combustion of flammable solids, liquids or gases to produce thermal, physical, visual or audible phenomena before an audience.
8. Pyrotechnic Special Effect. A visible or audible effect for entertainment created through the use of pyrotechnic materials and devices.

FEES

9. A fees are calculated based on the dollar amount of your contract, see the fee schedule. The fee is paid upon approval of the Permit. Fee's are waived for City sponsored events.

OPERATIONAL REQUIREMENTS

10. No pyrotechnics or explosive materials, for the use, display, storage and/or handling shall be stored within the City of Keller without prior approval and permit from the Fire Department.
11. For displays, compliance with the Section 5608, Fireworks Displays, shall be demonstrated;
12. For storage and handling, compliance with Section 5604, Explosive Materials Storage and Handling.
13. Texas Occupational Code Chapter 2154, Regulation of Fireworks & Fireworks Displays & 28 TAC 34.800 <https://www.tdi.texas.gov/fire/documents/fmstatfireworks.pdf>, requires that a license from the State Fire Marshal's Office, pursuant to 2154.101, is required for personnel engaged in fireworks displays and pyrotechnics.
14. Compliance with Senate Bill 693, Use of Flame Effects or Pyrotechnics, shall be demonstrated.
15. All outdoor pyrotechnic displays in the City of Keller shall be completed by 10:00 PM. **No Displays will be approved for Sunday-Thursday nights.**
16. **A safety zone of 100 feet per shell caliper inch is required.**
17. No outdoor pyrotechnic displays shall be permitted with wind velocities exceeding 20 MPH.
18. All roadways, fire lanes, aisles or access routes by which vehicle or pedestrian traffic will pass into the safety zone, shall be barricaded. All barricades shall provide a physical barrier to prevent pedestrian and vehicular traffic. Barricades shall be the responsibility of the venue.
19. Any buildings or structures permitted to be within the safety zone shall be unoccupied.

In order for a permit to be issued, documentation in accordance with this guideline must be submitted to the Fire Marshal's Office and subsequently approved and permitted. To expedite the plan review and inspection processes, please refer to the information listed below.

Submittal package must be received no later than ten (10) business days (2 weeks) prior to the event. Incomplete submittals will be denied.

The submittal package for a pyrotechnic and/or flame effect production shall consist of the following documents:

PERMITTING REQUIREMENTS

20. All permit requests shall have a completed Keller Fire-Rescue Pyrotechnics Permit Application, signed Checklist, copy of the signed executed contract, Site Diagram and product lists.
21. Provide a plan in accordance with Section 6.2 of NFPA 1126.
22. Provide a copy of your Texas Department of Insurance/State Fire Marshal's Office Pyrotechnics license.
23. Copy of the Texas Department of Insurance Application for Class B Fireworks for all 1.3G permit requests.
24. **Indicate quantity of each type and size of pyrotechnics device. (i.e mortar, flash-bank, aerial,**

etc.)

25. **Indicate total amount of 1.4G, 1.3G, 1.2G and/or 1.1G fireworks.**
26. Location and type of storage magazine and location and type of fireworks kept on site.
27. Indicate total quantity and type of explosive material and/or pyrotechnical composition
28. Indicate compliance with Texas Occupational Code Chapter 2154 & TAC 34.800 & SB 693.
29. Detailed site plan of the area to indicate the display area, storage area, exits, distance to the audience and the fire protection equipment provided.
30. Manner and storage of pyrotechnic devices.
31. Evidence of Certificate of Liability Insurance and all additionally insured parties.
32. Indicate the manner of detonation/ignition of the fireworks/pyrotechnic effects.

Final approval of the display is required prior to the production/display/shoot occurring. A representative of the Keller Fire Marshal's Office will be on-site for the duration of the event and will have the final approval to delay, cease or modify the display based upon the safety concerns noted during the on-site inspection.

A licensed pyrotechnic operator shall be present and on-site throughout the setup, display and shall remain on-site after the display as required per NFPA 1123.

INSPECTION REQUIREMENTS

33. In-place and portable fire protection.
34. Fireworks storage location and magazine (if required).
35. Detonation device.
36. Separation distance between the audience and the pyrotechnic devices.
37. Egress pathway, if required.
38. Licensed pyro-technician and trained personnel on-site.
39. Barricades.

GENERAL SUBMITTAL REQUIREMENTS

40. Each submittal shall have a completed Keller Fire Rescue Plan Review Permit Application, signed Checklist, copy of the signed executed contract, Site Diagram and product lists.
41. Plans approved by the Fire Marshal's Office give authorization for installation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal's Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances.
42. All fire department inspection forms and permits shall be kept on the job site until final inspection.
43. All installations shall comply with the approved plans. Any deviation from the approved plans requires a re-submittal.

All permitted pyrotechnics displays, uses and/or storage for the purposes of this guideline and any other guidelines or requirements of the Fire Department shall conform to the 2021 International Fire Code, as amended and adopted by City of Keller. This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Keller, or determinations and positions of the Fire Chief or Fire Marshal.



Keller Fire-Rescue Fire Prevention Division

PYROTECHNICS PERMIT APPLICATION

Date of Application: _____

Date of Event: _____

Start Time of Event: _____

PYROTECHNICS COMPANY

Company Name: _____

Company: Address _____

Street Address _____

City _____ State _____ Zip Code _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

LOCATION & BASIC INFORMATION

Location of Event _____

Type of Event _____

Safety Zone Description _____

Type of Explosives _____ Detonation/Ignition Type _____

Quantity of Explosives _____

Pyrotechician on Site _____

CRITERIA & CHECKLIST

- 1.) Safety zone shall be free from combustibles.
- 2.) Safety zone shall be maintained at all times and shall be the responsibility of the venue and/or pyrotechnics company.
- 3.) Appropriate safety equipment shall be worn by all Pyrotechnicians.
- 4.) Provide required information stipulated in the Pyrotechnics Guidelines with application.
- 5.) A site plan/drawing of the proposed launch site, to include vehicle parking, buildings, obstructions, barricades, safety zone and roadways, must be provided.
- 6.) Documentation of current TDI license and insurance policy.

I assure that all information reflected therein is accurate and I have read and understand all responsibilities and guidelines therein:

Signature of Applicant



Hire an Off-Duty Police Officer

In order to efficiently respond to requests and manage employment of off-duty police officers, the Keller Police Department has partnered with Off Duty Management to provide services related to hiring off-duty officers effective Sept. 1, 2019.

You may request to hire off-duty police officers for security through the Off Duty Management web-based service, OfficerTRAK®, or by calling the toll-free number below.

Off Duty Management provides the following to the customer:

Online access to information through the OfficerTRAK® software including:

Job status

Officer attendance

Field notes and media files

Post orders and instructions

Past and future shift information

Full liability coverage for the customer, the agency and officer

24/7 customer service through the toll-free number

Dedicated point of contact for scheduling and invoicing

Officer payroll

Organizations that have recurring needs for off-duty officers can establish an account and schedule billing cycles with off-duty management.

Prohibited Off-Duty Employment*

Any employment that constitutes a threat to the status or dignity of the police as a professional occupation such as employment at establishments that sell pornographic materials or items of a sexual nature to include establishments that provide services of a sexual nature

Any gambling establishment

Any employment or business interest in private investigative work or investigative work for an insurance company or attorney

Process server, bill collector, repossessing property, towing vehicles or other similar employment in which police authority might be used

*Please note that the above list is not all inclusive and questions regarding permitted activity should be forwarded to Off Duty Management.



Hire an Off-Duty Police Officer

Rates

Assignment Type	Total Hourly Rate
Officer-Security	\$60.84
Officer-Traffic	\$64.35
Supervisor-Security	\$76.05
Supervisor-Traffic	\$76.05
Emergency or <72 Hours' Notice	\$76.05
Holiday Rate	\$76.05

To request service or obtain a quote, call Off Duty Management at 1-877-636-8300 (24/7, toll free) or visit <https://odm.officertrak.com/Keller-TX-PD>.