



# SPECIAL EVENT VENDOR INSPECTION CHECK LIST

*Please be advised of the following rules, regulations & information provided by the City of Spartanburg Building Department. All participants must abide by these guidelines. The items set forth here and within the body of the codes are intended to ensure life safety for everyone attending an event, the property at the event, and the surrounding properties and/or businesses.*

- The Special Event staff will specify a set-up time for you to be ready for your inspection. If you are not ready at this time or fail to comply with these standards, you will not be able to open **and a re-inspection fee** may be charged. Every vendor will be inspected and tagged for approval. (There is no charge for the original inspection, but IF YOU ARE NOT READY AT THE STATED TIME, there may be a charge for the re-inspection.)
- All tents, canopies and temporary structures must be secured to withstand the elements of the weather. **Weights must be a minimum of 50 lbs per each pole.** Staking is not allowed.
- Tents used over **cooking areas** must be labeled **FIRE RETARDANT per NFPA 701** not "Fire Resistant." All other tents must be labeled **Fire Resistant.**
- Absolutely no smoking, storage of hay, straw, wood chips, cardboard boxes or other easily combustible materials under or within 20 feet of tents.
- Electrical Drop Cords **must be rated for outdoor use** and sized to your electrical load.
- All Drop cords must be in good condition with no frays, splices, missing grounds etc.
- All cables/cords crossing public areas or drives must be covered with safety mats.
- Maintain a clear space of 5 feet on either side of fire hydrants and connections.
- Fire Extinguishers – all vendors with cooking or food heat processing equipment must have a **2A 5BC extinguisher or larger.** All vendors utilizing deep fat frying must have a **Type "K"** commercial extinguisher. All extinguishers must be **less than 1 year old** as stamped by the manufacture or serviced by a licensed fire protection company within the last 12 months.

**SPECIAL EVENT VENDOR INSPECTION CHECK LIST CONTINUED**



- Arts/Crafts Vendors and Stages – if using electrical power for any reason (including general lighting) a **2A 5BC fire extinguisher is required**. All extinguishers must be less than 1 year old as stamped by the manufacture or serviced by a licensed fire protection company within the last 12 months.
- Gas Cylinders – shall be secured in place with rope or chain to maintain the cylinder in the upright position. **Cylinders CANNOT be secured to the tents**. Protective caps on cylinders are required if not in use.
- Generators – All generators must be in good working condition and **properly grounded** and will be inspected.
- Fuel Supply – Must be in a metal container and stored on non-combustible surface and keep 10' away from a heat source.
- Amusement Rides\* are required to have a current inspection sticker from SCLLR and approved electrical connections. Fire Extinguishers are required at each ride and must comply with the above mentioned standards. All electrical connections must be in good condition with no fray, splices or missing grounds and properly rated for the use.

***\*The City of Spartanburg does not inspect for proper set-up, operation and safety of rides, that is an SCLLR responsibility.***

For more information regarding your inspections please contact:

- Buddy Bush, Building Official, at 864-596-2111 or [bbush@cityofspartanburg.org](mailto:bbush@cityofspartanburg.org) **or**
- Ruthie Helms, Chief of Inspections, at 864-596-2831 or [rhelms@cityofspartanburg.org](mailto:rhelms@cityofspartanburg.org)

**Other Important Numbers:**

- SCDHEC – 864-596-3327
- SCLLR - Office of Elevators and Amusement Rides 803-896-7630
- Brad Hall – City Fire Marshal 864-596-2446