



Office of the Lethbridge Fire Prevention Bureau



Mobile Cooking Operations & Food Trucks

Fire Inspection & Certification Information Package



General Information
Installation, Inspection & Maintenance Requirements
Propane Safety Requirements
Fire Safety Checklist
Fire Safety Plans



General Information

As with any food service establishment, mobile cooking operations (food trucks) have open flames, hot equipment, electrical connections, cooking oils, flammable liquids, cleaning chemicals, engine oils and combustible products which provide all the ingredients for a fire ready to spread out of control.

A fire can devastate your mobile food business, leading to lost revenues, potential permanent closure or worse, injury or death. A fire inspection conducted annually on your food truck can reduce these potential effects from fire and health-related risks.

Any operator of a mobile food vending unit that is used outdoors for the preparation and dispensing of food or beverages and that contains cooking appliances or associated equipment must comply with the minimum requirements of the *National Fire Code : Alberta Edition*.

The City of Lethbridge requires all mobile food vending units to complete a satisfactory Fire Inspection annually prior to working in the municipality.

How to Apply:

1. **Obtain a Fire Inspection Request: Mobile Food Vendors package at [Lethbridge.ca/fire](https://lethbridge.ca/fire).**
2. **Submit your completed Fire Inspection Request: Mobile Food Vendors package to FirePrevention@Lethbridge.ca;** A Fire Prevention Officer will review your application and contact you with a decision on the following:
 - a. If your application is not approved, you will be given information on the next steps.
 - b. If your application is approved, you will be contacted to schedule an in-person fire inspection.
3. **Complete your scheduled fire inspection.** Ensure you have your Fire Safety Plan and Maintenance Documents available for review. More information on required documentation can be found under "Installation, Inspection & Maintenance Requirements" below.
4. **Your permit and annual sticker will be issued.** Once you have passed your inspection and met all applicable criteria, you will be issued a certificate and a sticker that can be attached to a visible location on your food truck.

Questions:

If you require any assistance in completing your application, please contact the Lethbridge Fire Prevention Bureau at FirePrevention@Lethbridge.ca or 403-320-3811.



Installation, Inspection & Maintenance Requirements

The Lethbridge Fire Prevention Bureau requires all food trucks operating in the City of Lethbridge to have the following items inspected/maintained or installed in food trucks.

Copies of inspection and maintenance reports from a qualified servicing agency are required to be submitted along with your application to confirm compliance with applicable codes, bylaws and regulations.

NOTE: All inspection and maintenance records must be current for the season.

Item	Reference
Kitchen exhaust hood/duct cleaning inspection report	NFC(AE) 2023 Div. B, 2.6.1.9
Kitchen suppression system inspection report	NFC(AE) 2023 Div. B, 2.6.1.9
Fire extinguishers inspected and maintained (ABC & Class K)	NFC(AE) 2023 Div. B, 6.2.1.1
HVAC, Plumbing & Gas, Electrical inspection reports	NBC(AE) and other various standards
Carbon Monoxide Detector (if heat source non-electric and open flames used)	NFPA 96 (B.12.1)
Portable generator must be a minimum of 3m from food truck when in use (unless safely bumper mounted)	NFPA 37 (8.2.3)
Flammable and combustible liquids must be stored away from ignition sources	NFC(AE) 2023 Div. B, 4.2.8.3
Health Inspection Certificate/AHS Food Handling Permit	Alberta Regulation 31/2006
City of Lethbridge Business License	COL Bylaw 5658
City of Lethbridge Mobile Food Vending Permit	COL Bylaw 6285

The Lethbridge Fire Prevention Bureau **may** accept a compliance certificate/report from another fire department in Alberta issued within the previous twelve (12) months. This certificate/report can be included in your application package.



Propane Safety Requirements

With the rapid growth of the food truck industry, there is an increasing need to confirm all parts of the operation are as safe as possible.

One of the largest hazards involving food trucks is the use of propane gas and open flame cooking or appliance heating (cooktop, grill, deep fryer) with the potential for a fire and/or explosion to occur.

The intent of our Fire Inspection program is to protect the food truck owners and operators, as well as the public they serve.

The following safeguards are required to be in place to ensure the safe operation of a food truck:

NFPA 58 – Liquefied Petroleum Gas Code

6.18 – Perform leak testing on all gas connections affected by replacement of an exchange cylinder

16.10 – Cylinders shall not be installed, transported, or stored inside any vehicle

16.3 – Cylinders shall be installed on the outside of the vehicle or in recess or cabinet, the cabinet is required to be vented to the outside and vapor tight to the inside of the vehicle.

16.3 – Cylinders shall be mounted securely in the upright position on the vehicle or within the enclosed or recessed cabinet

16.3 – Check that the main shutoff valve on all gas cylinders is readily accessible

8.3 – Close gas supply piping valves and gas container valves when equipment is not in use

CSA B149.2– Propane Storage and Handling Code

6.1.6 – Cylinders are required to be kept painted with light colors that are reflective

6.5.2.1 – A cylinder shall not be stored or used inside any structure

6.7.2 – A cylinder shall be installed outside any structure with the discharge from the cylinder relief valve not less than:

(a) 1m (3ft) from any opening

(b) 3m (10ft) from any air intake

(c) 3m (10ft) from any source of ignition

Please review the requirements with your set-up and operation. For safety reasons, non-compliance may require the Safety Codes Officer to remove the food truck from an event.



Operator Fire Safety Checklist

Any operator of a mobile food vending unit that is used outdoors for the preparation or dispensing of food or beverage and that contains cooking appliances or associated equipment must comply with the minimum requirements of the *National Fire Code : Alberta Edition for Mobile Cooking Operations (MCO)*.

General

- Does your MCO have the required permits (Health/Fire/Business License)?
- Is cooking equipment attended at all times?
- Are all required ventilation openings open during cooking operations?
- Is the cooking hood/ventilation system free from grease?
- Is the vehicle parked at least 3m from buildings, other vehicles or combustibles?
- Is the vehicle parked not to block fire hydrants, fire lanes, fire department connections, exits, etc.?
- Are wheel chocks required?

Training

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

Portable Fire Extinguishers

- Are portable fire extinguishers charged, not obstructed and in operating condition?
- Are portable fire extinguishers readily available to protect the cooking appliance(s), solid fuel storage or any portable energy source (e.g. generator)?

Exhaust Hood & Fire Suppression System

- Is the hood fire suppression system charged and in operating condition?
- Is a ventilation interlock installed and functional?



Fire Safety Checklist (Continued)

Propane

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

Electrical

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

Generators

- Are generators placed at least 3m from buildings, structures, vehicles and combustibles?
- Are generator exhausts directed away from mobile cooking vehicle, vehicles, buildings, etc.?
- Are generators protected from contact by the public?
- Are fuels properly stored?
- When refueling, are the generators shut down, engine cooled and then refueled?
- Are permanently mounted generators exhausted 3m from propane tank vent?

Solid Fuel

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



Fire Safety Plan

Who needs a Fire Safety Plan?

The buildings and businesses that are required to participate in the fire safety plan program according to the *National Fire Code : Alberta Edition* include:

- Areas where flammable liquids or combustible liquids are stored or handled
- Areas where hazardous processes or operations occur

Prior to the operation of a Mobile Cooking Operation (MCO), a Fire Safety Plan must be prepared. It is essential that all operators and their staff be completely familiar with this Fire Safety Plan.

Adequately trained supervisory staff can be of great value when directing people to move in an orderly fashion in the event of a fire and carrying out appropriate fire control measures until the fire department arrives.

Any supervisory staff shall be made aware of their responsibilities and provided adequate training to carry out their duties.

The following fire safety provisions must be part of your practice:

- Ensure staff are familiar with the safe storage and use of gasoline. The storage container must be removed from within the MCO while it is in operation.
- Ensure generators are adequately cooled prior to refueling
- Ensure propane gas fittings are regularly checked for leakage
- The location of the MCO must be at least 3m from any building and other MCO's
- All electrical equipment and appliances must be installed in accordance with the Canadian Electrical Code

Attached is a sample Fire Safety Plan for Mobile Cooking Operations. You may choose to use the plan as is, modify it, or create your own Fire Safety Plan.

***** THIS PLAN MUST BE POSTED IN A CONSPICUOUS LOCATION *****



FIRE SAFETY PLAN

Mobile Food Operations

Daily Housekeeping:

- No smoking is permitted in the kitchen
- Keep all exit routes free and clear of obstructions
- Keep all cooking equipment, ducts, fans, floor and working surfaces clean
- Do NOT use flammable cleaning materials or solvents to clean cooking equipment or the exhaust system
- Perform a visual inspection of all fire extinguisher gauges to ensure they are charged
- Ensure all staff are trained in the proper use of portable fire extinguishers. Class K extinguishers are to be used on deep-fat frying appliances
- Ensure all staff have been instructed in the fire emergency procedures
- If you smell propane gas, shut off all appliances, evacuate leaving door open and call 911

In Case of Fire:

Attempting to extinguish a fire is a voluntary act.

- If safe to do so, put a lid on the pot to smother the flames and turn off gas
- DO NOT put water on an oil or grease fire
- Use portable fire extinguishers only while safe to do so. If in doubt, get out
- Activate the cooking fire suppression system if applicable
- Close doors behind you where practical
- Notify staff and other persons verbally to leave the area
- Turn off propane cylinders and other equipment if safe to do so
- Call 911
- Go to muster point. Stay there until directed to do otherwise

Portable Fire Extinguisher Instructions (P.A.S.S.)

P – Pull the safety pin

A – Aim the nozzle at the base of the fire

S – Squeeze the trigger handle

S – Sweep from side to side

Owner/Operator/Supervisor Signature

Date