



Office of the FIRE MARSHAL  
**RICHARD KLOTZBIER**  
firemarshal@easthamptonct.gov

June 19, 2023

Dear Mobile Food Truck Vendor;

Along with the Chatham Health District Permitting and Requirements, the East Hampton Fire Marshal's Office is requesting that you complete a food truck application and email it to our office at [firemarshal@easthamptonct.gov](mailto:firemarshal@easthamptonct.gov). In addition, we are requesting the scheduling of an inspection with our office prior to operating in the town of East Hampton. There is no cost for an inspection.

We have outlined several code items in the following document for the CT Fire Prevention Code and National Fire Prevention Association. This is not a complete list of all of the associated codes can be found on our website. It is the owner and operator's responsibility to have a knowledge of these codes.

As always, if you have any questions, please feel free to contact me either by email or leave a message on the office phone.

Thank you in advance for helping to ensure the safety of the residents of East Hampton.

The full list of codes can be found:

[https://www.easthamptonct.gov/sites/g/files/vyhlf7556/f/uploads/final\\_foodtruck\\_0.pdf](https://www.easthamptonct.gov/sites/g/files/vyhlf7556/f/uploads/final_foodtruck_0.pdf)

Sincerely,

Richard A. Klotzbier  
Fire Marshal  
860-267-0088  
[firemarshal@easthamptonct.gov](mailto:firemarshal@easthamptonct.gov)



## Food Truck Checklist Overview

This checklist is to be used as a guide only and does not include all code requirements. The items marked need to be addressed/corrected. Codes referenced CT State Fire Prevention Code, NFPA 96, and NFPA 70.

### GENERAL

1. Is cooking equipment in good order? (NFPA 96 4.1.3)
2. Are fire extinguishers in good order? (NFPA 96 4.1.3)
3. Are the appliances being properly maintained? (NFPA 96 4.1.3.1)
4. Are Airflows maintained? (NFPA 96 4.1.4)
5. Are fire Department access roads being maintained? (CTSFSC 50.8.1.4)
6. Record keeping documents kept together and available upon request? (NFPA 96 17.12)
7. Open flames, then at least one carbon monoxide detector present? (NFPA 96 17.9.1) Drawings
  1. Are the drawings of the exhaust system (if applicable) or cooking operations available? (NFPA 96 4.6.5)
  2. Are copies of Operating instructions available? (NFPA 96 4.6.5) Portable fire extinguishers
    1. Is there a class “K” extinguisher (if applicable)? (NFPA 96 10.9.2)
    2. Is there a 20lb dry chemical (if applicable) present? (NFPA 96 11.7.5) Cooking Equipment
      1. Has the cooking equipment been serviced with the past 12 months? (NFPA 96 12.7.1) Are deep fat fryers 16” from flames of adjacent equipment, if no baffle plate is installed? (NFPA 96 13.1.2.4)
      2. Does the deep fat fryer have a high limit control to shut off gas? (NFPA 96 13.2)
      3. Is there a lid to cover the deep fat fryer? (CTSFSC 50.8.12.1)
      4. Are the appliances installed so they are readily available? (NFPA 96 15.2.1.1)
      5. Has equipment been properly cleaned for grease accumulation? (NFPA 96 12.7.2)
      6. All hoods sized and located in proper manner? (NFPA 96 15.3.1)

### Hood Systems

1. Fire-extinguishing equipment complies with all sections regarding grease removal, hood exhaust, and duct systems? (CTSFSC 50.5.1.1)

### Venting Application

1. Are all vented equipment meeting requirements? (NFPA 96 15.1)
2. Are spark arresters present? (NFPA 96 15.1.7)

### Appliances

1. Are solid fuel appliances installed near gas or other flammable vapors? (NFPA 96 15.2.4)

### Location of Appliances

1. Under hoods for solid fuel cooking, if hood is installed, is it properly maintained? (NFPA 96 15.3.2)
2. If extinguishing system is installed is it properly maintained.

### Additional Requirements

1. Relative to buildings- located appropriately, 10 ft. from entrances, exists, etc. (NFPA 96 17.2.1)
2. Relative to other mobile cooking operation- clear distance of 10 ft., unless otherwise approved by the AHJ. (NFPA 96 17.2.)

3. Is vehicle properly stabilized? (NFPA 96 17.2.3)
4. Are there proper shut offs? (NFPA 58 5.23.7A)
5. Are all gas-fired appliances equipped with automatic shut off devices? (CTSFPC 50.8.4.4)  
Permanent caution plate affixed and includes all proper items? (NFPA 96 17.4.6)

### Cylinders

1. Are all cylinders properly secured? (NFPA 96 17.7.1.1)
2. If required, is propane detector properly installed? And suitable for use in a vehicle? (NFPA 96 17.7.2.1)
3. Is LP-Gas detection testing properly documented? (NFPA 96 17.7.2.5)
4. Are cylinders properly retested? (NFPA 96 17.7.3.7)
5. Is a shut off valve provided? If so, is it readily accessible and identified with a sign? (CTSFPC 50.8.7.1.2)
6. Propane containers located appropriately to meet all the requirements of discharge? (NFPA 96 17.7.4.2)
7. Are regulators properly installed? (NFPA 96 17.7.5)
8. Is installed equipment protected against vehicular damage? (CTSFPC 50.8.7.2.2)
9. LP-Gas Supply system, and containers, installed in proper location to meet all the requirements? (CTSFPC 50.8.7.4.1)

### Gas Piping

1. Is gas piping installed in accordance with 6.11.3 of NFPA 58? (NFPA 96 17.7.6.1)

### Protection of Valves

1. Are valves properly protected in transit or storage? (NFPA 96 17.7.6.3.1)

### Electrical Wiring & Generators & Extension Cords

1. Does all wiring comply with NFPA 70 (CTSFPC 50.8.5.2)
2. Are multiplug adapters being used in accordance with their listing? (NFPA 70 11.1.3.1) Are extension cords maintained in good condition? (NFPA 70 11.1.5.3) Pass  Fail
3. Are extension cords installed as to avoid physical or environmental damage? (NFPA 70 11.1.5.5)
4. Do vehicle-mounted generators meet the requirements of 17.6.2. through 17.6.5? (NFPA 96 17.6.1)
5. Do vehicle-mounted generators meet the requirements of 17.6.2. through 17.6.5? (NFPA 96 17.6.1)
6. Portable generators need to be bonded to the vehicle or use a ground rod
7. Food trucks plugging into a building must have GFCI protection or have must be bonded through the use of a ground rod (551.40)

### Parking, Services, and Repair

1. Is the vehicle parked near sources of heat, open flames, or sources of ignition? (CTSFPC 50.8.11.4)

### Training

1. Is personnel properly trained on the following: (NFPA 96 17.10.1)
  - a. Fire extinguishers
  - b. Shutting off fuel sources
  - c. Notifying fire department
  - d. Refueling of internal combustion

- e. LP-Gas container change out
  - f. Performing leak detection
- 2. Is proper training documentation available? (NFPA 96 17.10.5)
- 3. Is address of the current operational location posted? (NFPA 96 17.10.6)