



FIRE-MEDICAL DEPT

Guideline

Date: November 10, 2010 (revised 8/1/2017)

To: All Temporary Vendors

From: City of Peoria Fire-Medical Department – Fire Prevention Division

Subject: Temporary Vendor Guidelines

Vendors that set up temporary sales locations in the City of Peoria (i.e.: Valentines Day, Christmas trees, consumer firework sales, etc.) are required to comply with the following requirements prior to beginning sales. The items listed from the other departments are for reference only. The vendor is required to check with the various departments to ensure that they are in compliance and have submitted all of the required paperwork.

- A permit is required from the Fire Department for tents/canopies four hundred (400) square feet (single or aggregate total) or larger. A floor plan, flame certificates and anchoring details are required to be submitted.
 - An additional permit is required from the Fire Department for larger outdoor events, carnival/fairs and for the sales of permissible consumer fireworks.
 - A site plan is required to be submitted to the Fire Department with the application to determine whether the required fire apparatus access is provided and/or remains along with all of the required setbacks and separation distances for tents, canopies and other temporary structures.
 - A Business Sales Tax License is required for all sales. Contact the City of Peoria Finance Department – Sales Tax Department to apply for the license.
 - A Temporary Use Permit is required from the City of Peoria Planning and Community Development - Planning and Zoning Department.
 - A permit is required from the City of Peoria Building Development Division for any portable generators (mounted on trailers), typically over 15Kw.
 - A permit is required from the City of Peoria Building Development Division for any electrical services or circuits added to or extended from existing electrical services.
- NOTE: All temporary electrical not requiring a permit must meet the requirements of the National Electrical Code.**

NOTE: Inspections will be required once all of the applications have been approved. Fire Department inspections are conducted during normal business hours (Monday-Friday, 6:30am – 5pm) by appointment. The inspections will verify compliance with all of the applicable codes and standards. Deficiencies found during the inspection process will be required to be corrected prior to beginning sales. Final approval will be provided upon completion of a successful inspection.