



RETAIL SALES STAND/TENT COMMON INSPECTION ELEMENTS

**OFFICE OF STATE FIRE MARSHAL
OREGON STATE POLICE
LICENSE AND PERMITS SECTION
4760 PORTLAND ROAD NE, SALEM, OR 97305
(503) 934-8274
Fax: (503) 373-1825**

SALES DATES: JUNE 23RD THROUGH JULY 6TH

OSFM Retail Permit No.

FD Permit No.

Date Inspected:

Inspected By

Follow-up Inspection Date:

PERMIT HOLDER INFORMATION			INDIVIDUAL RESPONSIBLE FOR SALES		
NAME			NAME		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
HOME PHONE			HOME PHONE		
WORK PHONE			24-HR PHONE		
STAND/TENT INFORMATION					
ADDRESS OF STAND/TENT		CITY	COUNTY	STATE	ZIP
STAND/TENT DIMENSIONS		<input type="checkbox"/> STAND <input type="checkbox"/> TENT		<input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR	
NAMES OF WHOLESALERS					
PERMITS					

- YES NO Have all required local and state permits been obtained? OAR 837-012-0620 (9a&b)
 State Fire Marshal Local Fire Building Electrical Other: _____
- YES NO Is the retail sales permit, or a copy of the permit, posted in the stand/tent? OAR 837-012-0660 (1a&b)
- YES NO Is the individual responsible for sales the same person listed on the permit? OAR 837-012-0620 (12)
- YES NO Does the address of the stand/tent match the address listed on the permit? OAR 837-012-0630 (11)
- YES NO Does the size of the stand/tent match the size listed on the permit? (Size may be reduced but not increased) OAR 837-012-0645 (16)

STAND/TENT LOCATION

Outdoor Sales:

- YES NO Is the area within 20 feet of the stand/tent kept clean and orderly? OAR 837-012-0650 (15)
- YES NO Is the stand/tent at least 50 feet from any flammable liquid/gas dispensing location? OAR 837-012-0650 (8a)
- YES NO Is the stand/tent at least 15 feet from right of ways? OAR 837-012-0650 (8b)
- YES NO Is the stand/tent at least 10 feet from combustible structures and openings? OAR 837-012-0650 (8c&d)
- YES NO Is the stand/tent at least 20 feet from any sources of ignition? OAR 837-012-0650 (8e)

Indoor Sales:

- YES NO Are displays located so they do not hinder or block exits? OAR 837-012-0655 (2)
- YES NO Is the sales and display area kept clean and orderly? OAR 837-012-0655 (3)

PURCHASES AND RECORDKEEPING

- YES NO Have fireworks only been purchased from the wholesaler listed on the permit? OAR 837-012-0635 (2)
- YES NO Has the permit holder maintained a record of all shipments of retail fireworks that have been received? OAR 837-012-0660 (2)
- YES NO Do all cartons, containers, or cases containing fireworks and any accompanying documentation have the wholesalers permit number and the full name and retail permit number of the retail permit holder affixed to them? OAR 837-012-0635 (4&5) ORS 480.154 (1&2)
- YES NO Does the permit holder have a list of all employees, or volunteers, that includes their names, addresses, ages, and phone numbers? OAR 837-012-0660 (5)
- YES NO Are all records listed above clear, legible, accurate, and readily available for review and inspection by the Local Fire Authority or State Fire Marshal? OAR 837-012-0660 (4)

FIRE SAFETY

- YES NO Are all tent fabrics, canopy fabrics, and materials used as flooring fire retardant? OAR 837-012-0650 (4a)
- YES NO Are "NO SMOKING" signs posted on the outside of all enclosing sides of an outdoor sales outlet and readily visible in both outdoor/indoor stands/tents? OAR 837-012-0650 (10)
OAR 837-012-0655 (7)
- YES NO Smoking, open flames, or lighting of fireworks is not allowed within 100 feet of the retail sales stand/tent? OAR 837-012-0650 (11)
- YES NO Are heaters having exposed electrical elements or open flames present within the retail sales stand/tent? OAR 837-012-0650 (13)
- YES NO Is a minimum 2A water-type extinguisher or an equivalent water-type extinguishing system provided in the stand/tent at all times when the stand/tent is open? OAR 837-012-0650 (5)
- YES NO Do outside structures have at least one exit for every 1000 square feet or 20 feet of length, exits are not blocked or locked, and exit signs are displayed? OAR 837-012-0650 (2)

For Tents:

Required Exits: (OFC Table 3211-A)

Up to 199 occupants = 2 exits/6 ft in width
200-499 occupants = 3 exits/6 ft in width
500-999 occupants = 4 exits/8 ft in width
Lighted exit signs for more than 100 occupants

Required Fire Extinguishers: (NFPA 10)

200-500 sq ft tent = 1-2A:10B:C
501-1000 sq ft tent = 2-2A:10B:C
Each additional 2000 sq ft = 1-2A:10B:C

Indoor:

OBC

NFPA 10

PROHIBITED ACTS

- YES NO Is there evidence of sales to children less than 16 years of age? OAR 837-012-0670 (2a)
- YES NO Is there evidence of the sale of illegal or altered fireworks to anyone? OAR 837-012-0670 (2b&c)
- YES NO Is there evidence of the sale of fireworks obtained from anyone other than the wholesaler listed on the retail sales permit? OAR 837-012-0670 (2d)
- YES NO Is at least one person 18 years of age or older in charge of sales at all times? OAR 837-012-0645 (3)

ADDITIONAL NON-COMPLIANCE ITEMS

YES NO Address additional compliance items in the comments section below.

Comments:

ORS/OAR REFERENCE _____

InspectionComments: _____

Inspector's Signature: _____