



**MUNICIPALITY OF NORTH GRENVILLE  
EMERGENCY AND PROTECTIVE SERVICES**



Thank you for your interest in obtaining a municipal refreshment vehicle licence in the Municipality of North Grenville. The enclosed documents are to assist you in the application process.

1. A complete application must be submitted 2 weeks in advance to provide adequate time to review and complete inspections.
2. The appropriate fee must be paid at the time of application.
3. The following must be submitted with the application:
  - a. Permission letter from property owner or event organizer
  - b. A drawing of the Refreshment Vehicle proposed location on the property.
  - c. Proof of insurance (\$2,000,000 liability)
  - d. Vehicle safety Certificate
  - e. TSSA Approval – if applicable
  - f. Health Unit Inspection Report
  - g. Ontario Fire Code – Requirements
    - i. NFPA96 Fire Suppression System Inspection Report
    - ii. NFPA96 Exhaust System Cleaning Inspection Report

The Fire & Life Safety Inspection must be completed prior to the issuance of a licence. If an application is received in relation to a special event, the inspection must be completed in the days prior to the event.

If a Refreshment Vehicle fails the Fire & Life Safety Inspection, the applicant will be required to submit payment of the re-inspection fee prior to having the vehicle re-inspected.

Questions or concerns involving the completion of the application should be directed to By-law Services:

Josee Lizotte, MLEO  
By-Law Officer  
Emergency & Protective Services  
Municipality of North Grenville  
[jlizotte@northgrenville.on.ca](mailto:jlizotte@northgrenville.on.ca)  
613-258-9569 ext. 204

### Contacts

<b>Zoning compliance</b>	Phil Mosher: 613-258-9569 ext. 189 <a href="mailto:amartin@northgrenville.on.ca">amartin@northgrenville.on.ca</a>
<b>Fire Prevention</b>	Cale Rowan: 613-258-9569 ext. 205 <a href="mailto:crowan@northgrenville.on.ca">crowan@northgrenville.on.ca</a>
<b>Health Unit</b>	613-345-5685 (Brockville) 613-283-2740(Smiths Falls) <a href="mailto:protection@healthunit.org">protection@healthunit.org</a> ; <a href="http://healthunit.org/health-information/food-safety/food-businesses/opening-a-mobile-food-premises/checklist/">http://healthunit.org/health-information/food-safety/food-businesses/opening-a-mobile-food-premises/checklist/</a>
<b>TSSA</b>	1-877-682-8772 <a href="mailto:customerservices@tssa.org">customerservices@tssa.org</a>

## Can I Use my Portable Propane BBQ for Public Events?

If the original equipment manufacturer's (OEM) manual says "Not for Commercial Use", the answer is no.

If there is no indication in the OEM manual related to the type of use for the BBQ, the answer is yes. You must have a copy of the owner's manual for that specific make and model of BBQ.

You will, however, need to have a TSSA-registered contractor with a licensed gas fitter, G1 or G2 designation inspect and complete the **TSSA checklist (#MFSE-002)** for the appliance.

What about a field approval – is this necessary for a portable BBQ?

No. The annual **TSSA checklist #MFSE-002** – completed by a TSSA registered contractor with a licensed gas fitter, G1 or G2 designation – is all that is required.



Please note that the only acceptable checklist is form TSSA-MFSE-#002 (part of Director's Order FS-056-06).



**MOBILE FOOD SERVICE EQUIPMENT  
ANNUAL INSPECTION  
CERTIFICATE FOR MFSE'S**

Document No: MFSE-002

Page: 1 of 1

Equipment Identification (Licence Plate No. or V.I.N.) \_\_\_\_\_

Owner \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

FSD Label No. (If built after Feb. 13, 2006) \_\_\_\_\_

The following checklist is intended as a minimum. Additional tests may be necessary to ensure safe operation.

	Yes	No	N/A
Have the required DANGER labels been affixed			
If built after Feb. 13, 2006, is a TSSA FSD Label and MFSE rating plate in place			
If built prior to Feb. 13, 2006, is this unit eligible for grandfathering (not requiring field approval)			
Are the gas components (hoses, regulators, etc.) approved for the service			
Are the gas lines, fittings and hoses in good condition?			
Is the propane cylinder properly supported as per section 5.4, B149.5-15			
If the cylinder is in a cabinet, is it properly ventilated as per section 5.6, B149.5-15			
Is the cylinder / tank installed per section 5.5, B149.5-15			
Are the clearances to combustibles maintained			
Are the appliances in good working condition			
Is the equipment and all its components leak tight			
Are the supply pressures to the equipment and appliances set properly			
Do all the appliances ignite properly			
Does the owner/operator understand the operations and responsibilities outlined in the Danger labelling			
Are all automatic controls and limits functioning properly			

To pass all answers must be either YES or N/A

Certificate Holder's Name (Print)	TSSA Certificate Holder's No.	Date
Contractor's Business Name	Contractor's Business Tel. No.	TSSA Contractor's Reg. No

**Re-Inspection Required 1 Year from the above date.**  
**This Certification shall be kept available with the equipment covered at all times.**  
**Additional information for the annual inspections and MFSE can be obtained at <http://tssablog.org>**

**Comments**

# **MOBILE FOOD VENDERS UTILIZING PROPANE FIRED COOKING EQUIPMENT (TRUCK OR TRAILER)**

## **A – Vent Hoods**

- ❑ All hoods must be constructed of not less than No. 20 MSG (0.94mm) stainless steel or No. 18 MSG (1.09mm) steel. NO galvanized metal is acceptable.
- ❑ All seams and joints must be liquid tight.
- ❑ All hoods must be vented to the exterior of the vehicle by one of the following methods:
  - Venturi Vent
  - A listed Electric Fan

## **B – FUEL SUPPLY FOR COOKING EQUIPMENT**

- ❑ A qualified service department must certify all Fuel Fired Equipment **annually**. *The service company must supply a letter of certification.*
- ❑ Fuel tanks must be installed and protected in accordance with the Propane Handling and Utilization Code of Ontario.

## **C – FIRE PROTECTION**

- ❑ All vent hoods are to be equipped with the automatic fixed extinguishing systems installed and certified by qualified service technician.
- ❑ These systems must be serviced and tagged annually by a qualified service technician.
- ❑ Deep fryers must have metal covers available at all times.
- ❑ At least one portable fire extinguisher of the proper rating and type must be installed in the vehicle.
- ❑ These extinguishers must be serviced and tagged annually by a qualified service technician.

## **D – EXITING**

- ❑ A clear accessible exit from the interior of the vehicle must be maintained at all times.

## **E – CLEANING**

- ❑ All equipment must be cleaned on a regular basis as required by N.F.P.A. 96.



**Cooking Operations Equipment Self-Inspection Checklist**

<b>SECTION A - GENERAL</b>						
Applies to ALL cooking operation equipment and refreshment vehicles				YES	NO	N/A
1	All documents have the name of the business, name of the owner of the vehicle, and the name of the operator of the vehicle and are in your possession.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
2	Contact phone numbers and emails if you need to be contacted for any matter relating to fire safety are readily available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
3	Must possess a current certificate from TSSA that an inspection has been conducted and that the appliances and vehicle are acceptable to be operated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
6	Vehicle must contain a charged portable fire extinguisher of a 2A 20BC or higher rating in accordance with NFPA 10 " <i>Standard for Portable Fire Extinguishers</i> ".	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
7	Cooking operations producing smoke or grease laden vapours require a Class K portable extinguisher to be installed in the vehicle, in accordance with NFPA 10 " <i>Standard for Portable Fire Extinguishers</i> ".	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
8	All portable extinguishers have been serviced in the past 12 months by a portable extinguisher company.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
9	Cooking appliances have been cleaned and are free of grease build-up or food remnants.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10	Owner, operator, or other workers on vehicles are knowledgeable in the use of portable fire extinguishers and of manually discharging the fixed extinguish system if it fails to discharge.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
<b>SECTION B - COMMERCIAL COOKING/FIRE SUPPRESSION SYSTEMS</b>						
Applies only to cooking operations producing smoke or grease laden vapours that require an exhaust and fire protection system in accordance with NFPA 96 " <i>Standard for Ventilation Control and Fire Protection of Cooking Operations</i> ."						
1	The exhaust, hood, and ventilation systems for cooking operations installed in accordance with NFPA 96 - " <i>Standard for Ventilation Control and Fire Protection of Cooking Operations</i> ".	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
2	Fixed fire extinguishing systems provided for cooking operations are installed in accordance with NFPA 96 – " <i>Standard for Ventilation Control and Fire Protection of Cooking Operations</i> ".	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
3	Fire extinguishing system is inspected every six (6) months and an inspection tag is affixed showing the last inspection date. Copy of inspection report submitted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
3	Exhaust system is inspected every six (6) months and an inspection tag is affixed showing the last inspection date. Copy of inspection report submitted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		