



APPLICATION FOR BLOCK PARTY PERMIT  
CITY OF HATTIESBURG  
HATTIESBURG POLICE DEPARTMENT



**ALL PERMITS MUST BE SUBMITTED AT 30 DAYS PRIOR TO EVENT DATE**

Purpose or name of block party: \_\_\_\_\_

Date of event: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Set up period: \_\_\_\_\_

Block party location: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ Expected # of food vendors: \_\_\_\_\_

Expected # of craft vendors: \_\_\_\_\_

Will the entire roadway be needed for the event?      YES      NO

If yes, please your event falls under the city ordinance for parades as outlines on page 2 of this application.

If yes, what roads will be needed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will barricades be needed to close roads for the event:      YES      NO

Additional details: \_\_\_\_\_

If necessary, please attach a map with your application.

Note: All food vendors will be inspected by personnel from the Hattiesburg Fire Department. Early inspections can be scheduled by contacting Fire Administration at 601-582-3311 or Fire Prevention at 601-545-6678. Requirements for food vendors are attached and will be conducted during the listed set up period.

Permits can be submitted in person at the Hattiesburg Police Department (300 Klondyke Street) Monday -Friday, from 8 a.m. to 5 p.m. If there are any questions regarding the filing of the permit contact the HPD Accounting Department at 601-544-3620.

City Parade Ordinance for Insurance: SECTION 14.

A: The applicant and any other persons, organizations, firms, or corporations on whose behalf the application is made, by filing such application do represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the city harmless against liability for any and all claims for damage to property, or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the parade or its participants.

B: In addition, no parade shall be issued unless the applicant therefor shall obtain a comprehensive general liability insurance policy, issued by an insurance company authorized to do business in the State of Mississippi, with coverage of not less than One Million Dollars (\$1,000,000.00) and that includes the assembly area, the parade route, the disbanding area of the parade, and any other area used by the participants of the parade. The city shall be named as an additional insured on the policy.

SPONSORS MUST ATTACHED A COPY OF LIABILITY INSURANCE FOR THIS EVENT:

Attached: YES NO

I have read the current city ordinance for parades: YES NO

Applicant contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization sponsoring the block party:

Primary contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

President of organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please submit a \$25.00 non-refundable processing fee with your application. This fee is required regardless of approval status.

Permit fee may be paid in cash or by check at 300 Klondyke Street, Hattiesburg, MS 39401. Please make checks payable to the Hattiesburg Police Department.



PERMIT FEE PAID

OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE

Received by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Supervisor review: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Status: \_\_\_\_\_ If permit is denied, reason for denial: \_\_\_\_\_

Granting Authority:

\_\_\_\_\_

Peggy Sealy, Chief of Police or appointed designee



Operation requirements for mobile & temporary vendor, tent, or un-enclosed trailer for events in the City of Hattiesburg, Mississippi issued by the Hattiesburg Fire Department.

1. All LPG systems must be inspected and approved.
2. A portable fire extinguisher shall be provided by the vendor with a minimum rating of 2A10BC. All portable fire extinguishers shall be visible and readily accessible. (IFC906)
3. If portable generators are used, a portable fire extinguisher shall be provided by the vendor with a minimum rating of 3A40BC. (IFC906)
4. All portable fire extinguishers must be properly tagged by a licensed extinguisher company. (IFC906)
5. A hood suppression system shall be installed when cooking operations produce any grease laden vapors (pan frying, deep frying, griddle, etc.). (IFC308.7)
6. All hood suppression systems shall be properly tagged by a licensed extinguisher company. (IFC906.2.1)
7. A class K (LPG cooking appliances) or a 3A40BC (electrical cooking appliances) portable fire extinguisher shall be provided when cooking operations produce any grease laden vapors. (IFC906.2.1)
8. Cooking appliance under hood suppression system shall not extend the outer lip of the hood. (NFPA96)
9. A minimum distance of 16 horizontal inches or 8 inch high baffle (on highest level) shall be maintained between fryer surface and flame appliance. (NFPA96)
10. All LPG tanks shall be properly secured and located on the exterior of the mobile unit or in approved location inside vending structures. (NFPA54, NFPA58, IFC38)
11. All LPG tanks shall be properly labeled "LPG" or "Liquefied Petroleum Gas." (NFPA58, IFC 38)
12. All LPG tank and appliance fuel lines/hoses shall be properly labeled "LPG" or "Liquefied Petroleum Gas." (NFPA54, NFPA58, IFC38)
13. All LPG tanks shall be equipped with pressure relief devices. (NFPA54, NFPA58, IFC38)
14. All LPG tanks shall be equipped with an approved gas regulator device. (NFPA54, NFPA58, IFC38)
15. All cooking operation fuel supply lines shall have an approved gas shut off valve installed on the interior and exterior of the mobile unit or structure. Interior valve should be installed before appliances. Exterior valve should be installed near the tank. (NFPA54, NFPA58, IFC38, IFC102)
16. "NO SMOKING" sign shall be conspicuously posted next to LPG tank locations. (IFC38)
17. A 15 feet clearance area shall be maintained on each side of any fire hydrant. (IFC912.6.3)
18. All cooking appliances shall have an on/off control and/or adjustable heating control device. (NFPA96)

19. All cooking appliances shall be at least 3 feet from any combustibles.
20. All non-cooking heating equipment shall be of an approved type (UL or FM) and placed at least 3 feet from any combustible materials. (IFC605.10.4)
21. All fabrics, membranes, tarps, canopies, and tents shall be flame resistant (Flame Certificate must be submitted). (IFC24.04)

*Tent or Unenclosed Trailer Additional Requirements:*

22. Two portable fire extinguishers shall be provided by the vendor with a minimum rating of 2A10BC for use with solid fueled cooking appliances in tents or unenclosed trailers. All portable fire extinguishers shall be visible and readily accessible. (IFC906)
23. All cooking operations or gas powered equipment will be located a minimum of 10 feet from any combustible material: structures, trees, overhangs, etc., 20 feet required for motor vehicles and/or internal combustion engines. A 20 ft. wide access road for Fire Apparatus shall be maintained at all times.

*LP GAS OUTDOOR COOKING EQUIPMENT GUIDE*

LPG/Propane cylinders shall be located outside of any enclosure and be leak free. These DOT cylinders shall be within date, either 12 years from the original date stamped on the cylinder or 5 years from the requalification date that ends with the letter E stamped behind the year.

Regulators connected to the LPG cylinders must be of the correct type for the gas appliance being operated. The adjustable regulator is used only on boil burners (seafood, water boiling, etc.) This type of regulator is adjustable in pounds of pressure by a hand knob. These regulators will not work on low pressure appliances such as deep fryers and ovens that are designed for low pressure (10 inches water column or 6.5 ounces of pressure). The low pressure regulator is generally a disk or saucer shaped regulator with no hand adjustment for pressure, and this type should be used for all low pressure cooking appliances that require 10 inches water column pressure.

Hoses shall be designed and marked on the hose that they are for LPG/Propane use. The hose shall have factory installed hose ends on both sides. Hose shall be free of cuts, burns, or deterioration. Hoses shall be properly connected to the regulator and the appliance being served and free of any leaks.

LPG/Propane appliances shall be for use with gas and so marked. The appliances shall be in good working condition and with all on/off knobs and factory controls in place and operational. Please note that any gas appliances that requires venting shall not vent directly into any enclosure because of the danger of carbon monoxide poisoning. If flexible appliance connectors are used, they shall be of an approved type for LPG/Propane and connections shall be free of leaks.