

Special Event Permit Application

Department Approvals


Event Name: Conch Republic Independence Celebration Event Date: APRIL 16 -

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	maria Ratchukh - CRIC consist of 4 different events. Please review each one.
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	N/A
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: 2022 Key West - Independence Event Date: APRIL 16 -
CELEBRATION

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratchuk - CRIC consist of 4 different events. Please review each one.
Code Compliance 9 Mar 22	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals


Event Name: Cancun Republic Independence Celebration Event Date: April 16 -

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratchuk - CRIC consist of 4 different events. Please review each one.
Code Compliance	
Engineering	Approved - Abide by supplied diagrams and follow any additional requirements of KWPD & FDKW
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Cancun Republic Independence Celebration Event Date: April 16 -

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratchuk - CRIC consist of 4 different events. Please review each one.
Code Compliance	
Engineering	
Fire Department	
KW DOT	Two Returns Required 
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Maria Ratcliff

From: John Wilkins
Sent: Tuesday, March 8, 2022 3:18 PM
To: Maria Ratcliff
Subject: RE: Conch Republic Independence Celebration

Parking Division has no objections. Public notice for street closure as loading zones affected. Parking to event organizers as street is closed.

John Wilkins
Parking Director
City of Key West

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, March 4, 2022 12:25 PM
To: Patti McLaughlin <pmclaughlin@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Dorian E. Patton <dpatton@cityofkeywest-fl.gov>; Alyson Crean <acrean@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Jason Barroso <jbarroso@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Alexandre J. Gaufillet <agaufillet@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Nathalia Mellies <nathalia.mellies@cityofkeywest-fl.gov>
Subject: Conch Republic Independence Celebration

Approval Sheet
World's Longest Parade on Duval Street
Conch Republic Street Fair
Drag Races
Bed Races

Please see attached the event for the Conch Republic Independence Celebration. Please look each one over, and be prepared for the event as well approval of the event for each department.

Please let me know if we need to set up a meeting or each one of you will reach out for the event. This Event has to go on the Commission meeting of April 5th. Thank you!


Have a great weekend.

Maria

Special Event Permit Application

Department Approvals

Event Name: Cuba Republic Independence Celebration Event Date: APRIL 16 -

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratchuk - CRIC consist of 4 different events. Please review each one.
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Maria Ratcliff

From: Joseph Tripp
Sent: Wednesday, March 9, 2022 4:02 PM
To: Maria Ratcliff
Cc: Jim J. Young; Jason Barroso
Subject: Re: Conch Republic Independence Celebration 2022

Approved

On Mar 9, 2022, at 2:42 PM, Maria Ratcliff <mratcliff@cityofkeywest-fl.gov> wrote:

Good afternoon guys,

I have not received the approval sheets from you. Thank you!

Maria



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3933

To: Jo Schroeder (schroedkw@aol.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 3/9/2022

Reference: Conch Republic Drag Races

This office reviewed the special event application for the Conch Republic Drag Races to be held on the 700 & 800 blocks of Duval St. on April 16, 2022. The following conditions apply:

- **All road closures need to allow an open lane minimum of 12 ft. wide open for emergency vehicle access. Every crossroad that is blocked must also be accessible.**

If I can be of any further assistance, please contact me.

Danny Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
dblanc@keywestcity.com

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THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3933

To: Ryan Stimers (sunset@sunsetcelebration.org)

From: Division Chief/Fire Marshal Daniel Blanco

Date: 3/9/2022

Reference:

This office reviewed the special event application for the Conch Republic Street Fair to be held on April 16, 2022.

The following conditions apply:

- Any cooking, generator use or street closure that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- All street closures shall allow for emergency vehicle passage.
- One Fire Inspector will be required during the event hours.
- Fire Inspector working the Inspection detail shall be paid a rate of \$ 55.00 an hour with a four-hour minimum.
- **Event coordinator is responsible for scheduling the inspection with this office (contact number 305-809-3933).**

If I can be of any further assistance, please contact me.

Danny Blanco, Division Chief/Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
dblanco@cityofkeywest-fl.gov

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Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

326E LSSM W3X



Key West Fire Department

Office of the Fire Marshal

Danny Blanco, Fire Marshal
Gregory Barroso, Capt. / Fire Inspector
Jason Barroso, Capt. / Fire Inspector
Tim Anson, Lt. / Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 809-3933
Fax: (305) 293-8399

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. Each cross-street corner shall have 10' clearance before the setup of any vendor booth.
4. All hydrants must maintain 5' clearance on each side to allow fire department access.
5. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. i.e.: sidewalks, exit ways.**

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. **No extra fuel (gasoline) shall be stored on the street during event hours.**
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.

4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers.
4. No open-flame cooking.

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **3A:40B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible always.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1**.



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3933

To: James Gilleran (jamesgilleran@gmail.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 3/9/2022

Reference: Conch Republic Longest Parade on Duval

This office reviewed the special event application for Conch Republic Longest Parade on April 21, 2022. The following conditions apply:

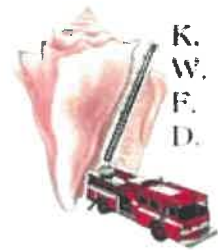
Due to no hard street closure.
No Fire Concerns at this time.

If I can be of any further assistance please contact me.

Danny Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
dblanc@cityofkeywest-fl.gov

326E L53M W3X



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3933

To: Julie Hanson (sisterseasonfundinc@gmail.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 3/9/2022

Reference: Conch Republic Bed Races

This office reviewed the special event application for the Conch Republic Bed Races to be held from the Southard St. to Petronia St. blocks of Duval St. on April 23, 2022.

The following conditions apply:

- **All road closures need to allow an open lane minimum of 12 ft. wide open for emergency vehicle access . Every cross road that is blocked must also be accessible.**

If I can be of any further assistance, please contact me.

Danny Blanco, Fire Marshal

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dblanc@keywestcity.com

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