OU Fire Marshal’s Office

Special Cooking Permit

Location of Event: ____________________________ Date of Event: __________________

Responsible Party: ____________________________ Contact Info: __________________

The following guidelines for cooking indoors without a commercial kitchen hood must be met for approval:

- The facility must have a fully automatic fire sprinkler system and a fire alarm system.
- A multipurpose fire extinguisher must be within 6 feet of the cooking operation.
- The chef/cook must have had a fire extinguisher training course within the last 12 months.
- The type of cooking equipment and materials to be cooked must be approved by the OU Fire Marshal’s Office for each event. Type and quantity of grease will be of significant importance.
  - Description of cooking operation:
    - __________________________________________________________
    - __________________________________________________________
    - __________________________________________________________

- If equipment will be sitting on a table, any materials used to cover the table must be noncombustible.

- Food service staff must remain in the area of cooking operation at all times while cooking and for at least 15 minutes after to ensure cooking equipment has cooled.

- All cooking equipment must be unplugged when not in use.

Signature of Responsible Party: ____________________________ Date: ________________

Approving authority: __________________________________________

Approved/Denied: ____________________________ Date: ________________