



TEMPORARY TENT(S) PERMIT APPLICATION

MUNICIPAL USE ONLY		
Permit Received: / /	When ready: <input type="checkbox"/> Email <input type="checkbox"/> Call	Received as: <input type="checkbox"/> Walk-in <input type="checkbox"/> Mail
Application Received by:		<input type="checkbox"/> Email
Received:	<input type="checkbox"/> One (1) to four (4) tents (\$200) <input type="checkbox"/> Five (5) to ten (10) tents (\$400) <input type="checkbox"/> Over ten (10) tents (fee to be calculated by office)	Date Received: / /
Permit Fees (DUE AT SUBMISSION) : <input type="checkbox"/> \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Date Received: / /
Permit #	Date to BCO: / /	Date Issued: / /

DO NOT ACTIVATE APPLICATION UNTIL PERMIT FEES & PLANS HAVE BEEN RECEIVED

Sections 1 – 5 MUST BE COMPLETED before permit can be reviewed and issued

1. LOCATION OF PROPOSED TENTS	
Site Address:	
Tax Parcel ID: 25 - ____ - ____	Lot # (if applicable):

2. OWNER of SITE	
Email:	
Name:	Phone:
Address/City/State/Zip:	

3. TENT SUPPLIER	
Email:	<input type="checkbox"/> Same as applicant
Name:	
Company (if applicable):	Phone:
Address/City/State/Zip:	

4. APPLICANT	
Email:	<input type="checkbox"/> Same as owner
Name:	Relationship to owner:
Company (if applicable):	Phone:
Address/City/State/Zip:	

I HEREBY CERTIFY THAT THE USE OF TENTS IS AUTHORIZED BY THE OWNER OF RECORD, AND THAT I AM THE OWNER OR HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS THE AUTHORIZED AGENT WHO AGREES TO ALL APPLICABLE LAWS OF THIS JURISDICTION.

Owner/Applicant's Signature: _____ **Date:** _____

5. NUMBER AND SIZE OF TENTS

Number of tents: 1 – 4 tents 5 - 10 tents 11 or more tents

Description and drawing of layout (attach documents if needed):

PLEASE REFER TO THE 2018 INTERNATIONAL FIRE CODE CHAPTER 31 FOR THE FULL RULES DEFINING “TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES”

Below are listed key sections of the code:

Section 3103.2 APPROVAL REQUIRED:

Tents and membrane structures having an area an excess of 400 ft.² shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the *fire code official*.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents **open on all sides** that comply with **all of the following**:
 1. Individual tents having a maximum size of 700 ft.²
 2. The aggregate area of multiple tents placed side-by-side without a fire break clearance of 12 feet, not exceeding 700 ft.² total.
 3. A minimum clearance of 12 feet to all structures and other tents.



Section 3103.8.2 LOCATION

Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, **parked vehicles** or internal combustion engines. For purposes of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.

Exceptions:

4. Fire apparatus access roads are provided in accordance with Section 503.

Section 3103.8.3 LOCATION OF STRUCTURES IN EXCESS OF 15,000 ft.² in area

Location of structures in excess of 15,000 ft.² or more shall be located not less than 50 feet from any other tent or structure as measured from the sidewall of the tent membrane structure unless joined together by a corridor.

Section 3103.8.3 CONNECTING CORRIDORS

Tents or membrane structures are allowed to be joined together by means of corridors. *Exit* doors shall be provided at each end of such corridor. On each side of such corridor and approximately opposite each other, there shall be provided openings not less than 12 feet wide.

Section 3103.12.1 MEANS OF EGRESS - DISTRIBUTION

Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points are 100 feet or less from an *exit*.

Section 3103.12.5.1 MEANS OF EGRESS – AISLE – ARRANGEMENT AND MAINTENANCE

The arrangement of *aisles* shall be subject to approval by the *fire code official* and shall be maintained clear at all times during occupancy.

Section 3103.12.6 MEANS OF EGRESS – EXIT SIGNS

Exits shall be clearly marked. *Exit* signs shall be installed at required *exit* doorways and where otherwise necessary to indicate clearly the direction of egress where the *exit* serves an *occupant load* of 50 or more.

Section 3103.12.6.1 MEANS OF EGRESS – EXIT SIGNS – EXIT SIGN ILLUMINATION

Exits signs shall be either *listed* and *labeled* in accordance with UL 924 as internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaries supplied in either of the following manners:

1. Two separate circuits, one of which shall be separate from all other circuits, for *occupant loads* of 30 or less.
2. Two separate sources of power, one of which shall be an *approved* emergency system, shall be provided where the *occupant load* exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with NFPA 70. The emergency system provided shall have a minimum duration of 90 minutes when operated at full design demand.

Section 3106.5.1 COOKING APPLIANCE OR DEVICES – SEPARATION FROM TENTS OR STRUCTURES

Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers (firebrands) shall not be used within 20 feet of a tent or temporary structure.

Section 3106.6.2 ELECTRICAL EQUIPMENT AND WIRING - GENERATORS

Generators shall be installed not less than 10 feet from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet away from the internal combustion power source.

Section 3106.6.3 ELECTRICAL EQUIPMENT AND WIRING – PORTABLE FIRE EXTINGUISHERS



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Each generator shall be provided with an *approved* portable fire extinguisher complying with Section 906.

Section 3107.12.5 HEATING AND COOKING EQUIPMENT - COOKING TENTS

Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by not less than 20 feet.

Section 3107.15 DISPLAY OF MOTOR VEHICLES

Liquid- and gas-fueled vehicles and equipment used for display within *tents* or *membrane structures* shall be in accordance with Sections 3107.15.1 through 3107.15.5.3. (*see code for more information*)

Section 3107.16 SEPARATION OF GENERATORS

Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet and shall be isolated from contact with the public by fencing, enclosure or other *approved* means.

Section 3107.17 STANDBY PERSONNEL

Where, in the opinion of the *fire code official*, it is essential for public safety in a tent or membrane structure used as a place of assembly or any other use where people congregate, because the number of persons, or the nature of the performance, exhibition, display, contest or activity, the *owner*, agent or lessee shall employ one or more qualified persons, as required and *approved*, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

Section 3107.17.2 STANDBY PERSONNEL – CROWD MANAGERS

There shall be trained crowd managers or trained crowd supervisors at a ratio of one crowd manager or supervisor for every 250 occupants, as *approved*.