



Permit Application Requirements

Complete permit application, online or in-person.

Provide copy of a signed agreement or estimate from contractor doing installation.

A site plan of the subject property indicating the location of the tent and any surrounding outside area to be used as part of the event must be submitted.

Specifications on how the tent will be anchored to the ground and number of anchor points. Note: All stake anchors must be covered by plastic boots to prevent injury.

Provide a flame spread certification for the tent.

Written approval from the landlord or property owner to erect tent, where applicable.

An interior layout of the tent indicating the minimum aisle widths will be 44 inches.

The hours of operation must be provided.

The location of emergency exit lights should be shown if the tent will have side panels.

Construction and Regulation Requirements

This Permit shall expire at the conclusion of the event scheduled as provided in the submitted permit package.

Weather shall be continuously monitored, and tents shall be evacuated in the event of severe weather.

Tents must be fire retardant (NFPA 701) designated by the flame resistance label on the tent fabric or the alternative would be a certificate from the manufacturer.

A health inspection shall be required prior to serving any food.

Tent locations shall not block fire department access, maintain adequate distances from lot lines, adjacent buildings and 20 ft. from vehicle parking. The tent shall not block means of egress from adjacent structures. All locations shall be approved by the AHJ and can be modified by the current edition of NFPA 101.

The tent shall be located a minimum of 25 ft. from any public street.

There shall be "No Smoking" inside the tents and visible signs must be posted. Those hosting the event shall enforce this policy.

At minimum a 10# ABC Fire extinguisher shall be provided at the center of the tent. All fire extinguishers need to be conspicuously located and readily accessible. All extinguishers must be tagged, confirming that it was serviced and inspected by a certified technician within the past year or meet all requirements from the manufacturer.

Ensure at least a 10 ft distance around the tent is free of combustible material. No hay, straw, shavings, or similar combustible materials that have not been treated to make them flame retardant to a degree acceptable to the AHJ shall be permitted within any structure used as an assembly occupancy.

Where required, 10 to 199 occupant load requires a minimum of two exits, 200 to 499 requires a minimum of three exits. Minimum 72-inch-wide means of egress shall be maintained at all times. All exits are required to have illuminated exit signs, visible from any direction. The main entrance/exit door, if clearly identifiable as such, would not require an exit sign.

The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other supports members shall not cross a means of egress at a height of less than 8 ft.

Each tent post shall be staked into the ground or anchored to provide resistance to wind uplift. The tent post shall meet all manufacturer's published instructions.

Maintain a distance of at least 10 ft between stake lines of multiple tents to provide means of egress from the tents.

All electrical appliances, fixtures, equipment, and wiring shall be installed and maintained in accordance with NFPA 70, National Electric Code. Electrical wiring for lighting, where installed inside of tents and concessions, shall be securely installed and, where subject to physical damage, shall be provided with mechanical protection. All lamps for general illumination shall be protected for accidental breakage by a suitable fixture or lamp holder with a guard.

The power cord for a PA system (if applicable) shall be protected against traffic damage.

Unvented portable fuel-fired heating appliances are prohibited. Electric heaters are allowed if listed, approved by the AHJ, and appropriately connected to electricity with proper size electric cable.

Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers shall not be used within 20 ft. of a tent.

No storage or handling of flammable liquids or gases shall be permitted at any location where it would jeopardize egress from the structure. Containers for liquefied petroleum gases shall be installed not less than 60 inches from any tent and shall be in accordance with the provisions of NFPA 58, Liquefied Petroleum Gas Code. Tanks shall be secured in the upright position and protected from vehicular traffic.

Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by a minimum of 5 ft and shall be protected from contact by fencing, enclosures, or other approved means.

Inspections

Call Inspectional Services to coordinate Final inspection upon installation of the tent (630)823-5860.

Coordination of a Health inspection shall be required if sales of any food or drink items are involved.

