



## **Temporary Tent Submittal Requirements**

A permit application and construction documents shall be submitted for each installation of a temporary structure.

All required information shown must be incorporated in the submittal. The minimum number of plans/drawings required for submittal is two (2). A special permit will be required for all temporary structures.

1. Completed and signed building permit applications. All required information on the form must be filled out. If a section is not applicable to the proposed project mark the space, N/A.
2. The construction documents shall include two copies of a **SITE PLAN** indicating the exact location of the proposed temporary structure drawn to scale. Site plans will require lot and block information to be shown. Information delineating the means of egress and occupant load shall also be provided.
3. Provide size/type of structural members to be used to support the tent/temporary structure.
4. Provide FLAME SPREAD information for tent fabric. (Specify a standard recognized by NFPA 101)
5. Provide information on type of function/activity that will be utilizing the temporary structure/tent.
6. Provide information on type and location of furniture to be used in temporary structure.
7. Provide information depicting the size and locations of all exits.
8. Show location of any cooking areas and storage of propane tanks to be used.
9. Show location of generator, if used, in relation to structure.
10. A separate ELECTRICAL PERMIT will be required for any generator to be used.

### **The plans shall include the following information:**

1. All supporting members of the tent shall be of sufficient size and strength to support the structure.
2. All tent fabric shall meet the requirements of the large-scale test contained in NFPA 701. The tent must have the certification of flame spread attached to it.
3. Ceiling height shall be not less than 7 feet 6 inches. Projections from ceiling shall be at least 6 ft. 8 in. above the floor.
4. Corridors, aisles and passageways shall have clear width not less than 44 inches.

5. The field inspector will have the final determination on the capacity of the tent. The owner/operator must provide a way of counting the number of occupants of the structure. The field inspector must approve this method.
6. Based on submitted information, the capacity of this tent will be \_\_\_\_chairs. The overall capacity is limited to not more than \_\_\_\_ persons. Fire inspectors will determine actual capacities based on field conditions.
7. Have manufactures information available on site for the following: tent, grass carpet, propane heaters.
8. The propane tanks shall not be permitted at any location where it would jeopardize egress from the structure. The tanks will be placed in a location approved by the field inspector and must be secured in a manner approved by the field inspector.
9. Cooking is prohibited inside of the tents, **to include the catering tent.**
10. All exits from the tent shall be marked by exit signage. Exit signage shall be at least 6" in height and on a contrasting background. Inspector will review exit placement at time of inspection.
11. **OBTAIN AN ELECTRICAL PERMIT FOR THE INSTALLATION OF THE GENERATOR. A MASTER ELECTRICIAN LICENSED TO OBTAIN PERMITS IN THE CITY MUST SECURE THIS PERMIT.**
12. Access to at least 2 (two) remote exits is required at all times.
13. Emergency means of egress lighting must be provided in all rooms or spaces required to have more than one exit or exit access. Light must be powered by an emergency electrical system in conformance with Article 700 of NFPA 70. Ref: 1024.0 & 2706.0
14. Approval for this tent is limited to daylight hours only.