

TENT PERMITS

GENERAL INFORMATION

Tents placed on a site for less than 180-days meeting any of the following criteria are required to obtain a Tent Permit from the City. The term tent within this handout also refers to membrane structures.

- Tents or membrane structures larger than 400 square feet with walls
- Tents or membrane structures larger than 700 square feet that are open on all sides
- Multiple tents with walls that are smaller than 400 square feet each; but cumulatively are more than 400 square feet
- Multiple tents without wall that are smaller than 700 square feet each; but cumulatively are more than 700 square feet

A complete Tent Permit application is required to be submitted to the City *no less than fourteen (14) days* before the Applicant wishes to install their tents or membrane structures.

Code Citations: Section 3103.1(IBC) through 3103.4(IBC) applies to structures erected for a period of less than 180 days, Tents and other membrane structures erected for a period of less than 180 days. International Building Code IBC 3103.1 and International Fire Code IFC 105.7.16 and Chapter 31 Tents and Membrane Structures.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

SUBMITTAL REQUIREMENTS

Staff recommends that Applicants gather all of the below-listed items before logging onto the City's permit portal to submit a permit because each of the listed items is required to be submitted when you apply for your permit. Please pay attention to the format each of the listed items is required to be in because staff will reject submittals that are not correctly formatted.

If you are not sure what a submittal item is, or what the required format means, it is important for you to communicate with the City before you attempt to submit a permit. The City would much rather discuss your submittal and have you provide the correct items than have you upload submittals that we have to reject.

Next to the name of each of the below-listed submittal items are notes regarding the type of PDF document and the required name of the document. The City uses an electronic plan review system that necessitates these standards.

Additional information regarding the required format for all submittal items can be downloaded from the City's Permit Portal by clicking [HERE](#) and once on this page downloading the handouts named *Electronic Document Submittal Requirements* and *Pre-Submittal Reminders for Applicants*.

ITEMS REQUIRED TO BE SUBMITTED

SITE PLAN (*NATIVE PDF NAMED SITE PLAN*)

The site plan must be drawn to-scale, contain a north arrow, be no less than 11-inch by 17-inches in size, and be uploaded in 'landscape' orientation versus a horizontal position. At a minimum the site plan must include:

- All property lines
- The outline of all structures on the project site
- The outline of all proposed tents or membrane structures. If more than one tent or membrane structure is proposed each must be identified as A, B, C, etc.
- All site features, such as parking lots, landscape areas, slopes in excess of 15%, dumpster enclosures, etc
- All roads abutting the site
- All fire access lanes
- All hydrant locations

FLOOR PLAN FOR THE TENT (*NATIVE OR MIN. 300 DPI SCANNED PDF NAMED FLOOR PLAN*)

The floor plan must be drawn to-scale, contain a north arrow, be no less than 11-inch by 17-inches in size, and be uploaded in 'landscape' orientation versus a horizontal position. At a minimum the floor plan must include:

- The outline of all proposed tents or membrane structures. If more than one tent or membrane structure is proposed each must be identified as A, B, C, etc.
- The layout with square footages with the use of each area labeled
- Egress plan with accessibility
- The location of all fire extinguishers with the type of extinguishers identified

STRUCTURE AND RESTRAINT CALCULATIONS FOR THE TENT (*NATIVE OR MIN. 300 DPI SCANNED PDF NAMED TENT CALCULATIONS*)

FLAME SPREAD CERTIFICATION (*NATIVE OR MIN. 300 DPI SCANNED PDF NAMED FLAME SPREAD CERTIFICATION*)

APPLICATION FEES

Application fees will be calculated by the City once your application is deemed complete.

TENT REGULATIONS APPLICANTS NEED TO BE AWARE OF

Following is a summary of some of the most common issues our inspectors see when completing tent inspections. These items are provided to Applicant's in advance of your inspections so that you can avoid these mistakes that will be flagged by our inspectors.

1. Cooking that produces grease-laden vapors and open flames under tents are both strictly prohibited (see MVMC 3104.15.5). Following is a list of the narrow exceptions to these regulations:
 - a. Where the occupant provides formal information from the appliance type, manufacture or listing of the appliance that the grease-laden production of the appliance is less than 5mg/m³
 - b. Where an approved Type 1 hood with extinguishing system is protecting the cooking appliance
 - c. Warming of foods with an approved means specifically pre-approved by the fire code official
 - d. Kettle corn production with closed lid system and approved fire extinguisher

2. Tents shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, vehicles or internal combustion engines (see Chapter 31, 3103.8 Access).
 - a. Tents open on all sides and less than 400 square feet that do not have an ignition source present may be located within 10 feet of a building, lot line or other tent or membrane structure meeting the same requirements.
 - b. Where specifically pre-approved by the fire code official.
3. All of the following are prohibited under or near tents and membrane structures:
 - a. Smoking
 - b. Fireworks within 100 feet
 - c. Motion pictures
 - d. Refueling equipment
 - e. Storage of flammable or combustible liquids - LP-gas can be stored or used outside of tent with a separation of 10 feet or more
 - f. Heating appliances with LP-gas or other open flame
 - g. Combustible material such as hay, straw shavings where an assembly is located
4. Following is a list of regulations regarding electrical hazards (see IFC 605.1 and MVMC 15.08):
 - a. Extension cords shall only be used to operate one appliance
 - b. Extension cords shall be rated for the appliance they are serving
 - c. Extension cords shall be free of damage, splices or other defects
 - d. Zip cords are prohibited in all commercial applications
 - e. Power strips shall not power microwaves, refrigerators, freezers, toaster ovens or any other high draw appliances
 - f. Power strips shall not be over-loaded and shall not be daisy-chained from one to another
 - g. Power strips are required to plug directly into an approved building outlet
 - h. All electrical power devices shall be protected from damage
5. Following is a list of regulations regarding fire extinguishers (see IFC 906.1 and 3104.12):
 - a. Fire extinguishers shall be available where a hazard with an ignition source is present
 - b. The minimum size fire extinguisher for an occupied tent or membrane structure with an ignition source shall be a 2A:10BC
 - c. All fire extinguishers shall have been professionally serviced within the last 12 months from the time of the event or have a receipt for the purchase of the fire extinguisher within the last 12 months from the time of the event
 - d. The service tag shall be available for inspection
 - e. The fire extinguisher shall be visible and accessible at all times
 - f. Person(s) operating in the tent or membrane structure shall have been trained in the use of the fire extinguisher