

Tent Submittal Requirements

Tents over 400 square feet require a fire permit. The following items must be provided in order to properly apply. **This permit is separate from / in addition to any Special Event permits that may be required for your event.**

I. How to Apply

Electronically Online

1. Gather your plans and supporting documents per the application checklist and plan set requirements
2. Save the documents in PDF file format per our [PDF File Format Requirements](#)
3. Apply and upload your plans to www.MyBuildingPermit.com.
Select the following options when applying:
Fire – Any Project Type – Special – Temporary Tent
4. Plans are reviewed, commented and approved electronically as PDF documents.
5. You print your approved set upon permit issuance.

II. Submittal Checklist

✓	
	Site Plan (see section III for requirements)
	Floor Plan (see section IV for requirements)
	Certificate of Flame Resistance (from tent manufacturer)

III. Site Plan Requirements

- The location of the tent (include dimensions)
- Locations of generators
- Locations of portable heaters

IV. Floor Plan Requirements

- Show locations of seating, tables, stages, racks, etc.
- If you are going to have sides to the tent(s) then please show exit and exit sign locations. If you are not sure if you are going to have sides, we would suggest either creating two versions of the floor plan or otherwise make it clear on the plan what the two scenarios are.
- Locations of portable heaters
- See section V for additional code requirements

V. Code Requirements

1. Fire lanes shall not be blocked and shall remain open.
2. Fire hydrants shall not be blocked.
3. Parking and smoking are prohibited within 20 feet of tents.
4. "NO SMOKING" signs shall be posted at entrances into the tent.
5. Generator and HVAC equipment (if any) shall be set 20 feet or more from tents and building exits.
6. Tents with side walls: EXITS: Exits shall be easily operable without the use of any special use or knowledge and with no locking hardware. Exits shall be spaced equally around the perimeter. Exits must be at least 72" wide each. Exits SHALL be kept clear and unblocked. The number of exits will be determined at time of plan review.
7. Portable fire extinguishers will be required every 75 ft., 2:A 10:BC type (5 pound), mounted 5 feet high, unblocked, and shall have a current service tag.
8. Tent material shall be flame-retardant treated and have a current certificate.
9. No cooking/open flame or heating appliances are permitted.
10. Electrical cords extended to the tent from the building should be run along the pavement and have tire protection for the cords. If the power cords are installed overhead they shall be at or above 13' 6" high across the fire lane. Electrical power cords shall not be over loaded.
11. Aisle width throughout the tent shall be maintained at 44" or greater.
12. Tents with side walls: Two ILLUMINATED EXIT SIGNS with battery backup are required - one above each exit.
13. Tents with side walls: Emergency lighting/battery backup shall be provided throughout exit ways.
14. An approved Occupant Load sign shall be posted at the main entrance in an approved manner for each tent. Sign to read: "MAXIUM OCCUPANT LOAD: __ PERSONS." Letters/numbers shall be 1" minimum in size, placed on a contrasting background. "Sign shall be visible at all times." The occupant load will be determined at time of plan review.

VI. Inspections

Prior to opening to the public a fire inspection is required. **48 hour notice of the inspection is required.** To request an inspection please submit request at www.eastsidefire-rescue.org under "To Request a Fire Inspection".