

GENERAL REQUIREMENTS FOR TENTS, CANOPIES AND MEMBRANE STRUCTURES

- All work shall be in accordance with the International Fire Code.
- Tents are required to have a tent permit when they are greater than 400 square feet in size. Canopies, which are open on all sides, are required to have a tent/canopy permit when they are greater than 700 square feet in size.
- Tents and canopies shall be separated from buildings, property lines, parked vehicles and other internal combustion engines (e.g., generators) by at least 20 feet. Larger separations will be required for tents having areas in excess of 15,000 square feet. Vehicle displays inside tents require special approval and additional provisions for safety.
- An unobstructed fire break or fire road at least 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of a tent.
- All tent and canopy fabrics, floor coverings, sidewalls and decorations shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner. A permanent label bearing a certificate of flame resistance shall be affixed to the sidewalls, drops and tops of the tent.
- The number and location of exits and associated aisles and passageways will be determined based on the occupant load of the tent and proposed seating arrangements. Generally, at least two (2) exits shall be provided from the tent, each with an unobstructed width of at least six (6) feet. Exit openings from tents shall remain uncovered unless approved by the fire official. The exits shall be arranged such that all points within the temporary structure are within 100 feet of an exit. Travel distances exceeding 100 feet or occupant loads greater than 200 will require additional exits and greater widths.
- Exits shall be clearly marked with exit signs at required exit doorways and where otherwise necessary to indicate clearly the direction of egress. Exit signs shall be the self-luminous type or shall be internally or externally illuminated. Special power supplies for exit signs may be required when tents are used at night.
- Loose seats or folding chairs (without tables) shall be bonded in groups of three (3) or more unless there are less than 200 such seats.
- Fire extinguishers shall be provided throughout the tent in conspicuous locations where they will be readily accessible and immediately available for use. The travel distance to the nearest extinguisher shall not exceed 75 feet. A current inspection tag shall be affixed to each extinguisher. A fire extinguisher(s) shall be provided in each tent that is required to have a tent permit. Fire extinguishers shall not be shared among tents.
- Hay, straw, shavings, vegetation or other similar combustible material shall not be located inside or within 30 feet of the tent. Combustible materials shall not be permitted under stands or seats at any time.
- Smoking shall not be permitted in tents or surrounding areas where combustible materials are stored. NO SMOKING signs shall be conspicuously posted throughout the tent.

- Any devices emitting flame or fire, and any gas, charcoal or other cooking devices, shall not be permitted inside or located within 20 feet of the canopy or tent unless approved by the Fire Department.
- Temporary heaters which provide heat to canopies or tents via duct tubing or other similar arrangement shall not be permitted inside or located within 12 feet of the canopy or tent unless approved by the Fire Department.
- Heating or cooking equipment shall not be located inside tents and canopies unless special provisions are met.
- Flammable and combustible liquids shall be stored outside and at least 50 feet away from the canopy or tent.
- LP-gas containers shall be located at least 10 feet away from the tent or canopy when less than 500 gallons. LP-gas containers that are 500 gallons or more may require a greater separation distance.
- LP-gas containers shall be located at least 15 feet away from heaters, generators, and other potential sources of ignition.
- LP-gas containers shall be sufficiently secured to prevent them from falling over and/or from being inadvertently moved.
- Inflatable equipment, devices or balloons shall only be pressurized or filled with compressed air or inert gases.
- Ground Fault Circuit Interrupter (GFCI) Protection for personnel shall be provided in accordance with the National Electrical Code for the following:
 - All 125-volt, single-phase, 15- and 20-ampere non-locking-type receptacles used for disassembly and reassembly or readily accessible to the general public.
 - Equipment that is readily accessible to the general public and supplied from a 125-volt, single-phase, 15- or 20-ampere branch circuit.
 - The GFCI shall be permitted to be an integral part of the attachment plug or located in the power-supply cord within 12 inches of the attachment plug. Listed cord sets incorporating GFCI for personnel shall be permitted.
- Generators shall have a grounding rod with an NEC-compliant grounding electrode conductor attached to the frame of the generator, unless it is a portable generator.
- Generators and other internal combustion power sources shall be isolated from contact with the public by fencing, enclosure, or other approved means. Such fencing or other means shall also be provided around any electrical equipment that is not equipped with Ground Fault Circuit Interrupter (GFCI) Protection.
- The Fire Department will conduct a final inspection upon completion of installation and prior to occupancy. Tents are subject to inspection during use.