



City of Thornton Fire Department | 2300 Thornton Parkway | Thornton, CO 80229
303-538-7602 | FireDept@ThorntonCO.gov | ThorntonCO.gov

General Requirements for a Tent Checklist

In accordance with 2021 International Fire Code Chapter 31 Section 3103 Temporary Tents and Membrane Structures a construction permit per section 105.7.25 is required to erect an air-supported temporary membrane structure, a temporary stage canopy **or**: an individual tent in excess of 400 ft² **or** individual tents open on all sides having:

1. A maximum size of 700 square feet **or**
2. An aggregate area of multiple tents placed side by side without a fire break of 12 feet not exceeding 700 square feet **or**
3. A minimum clearance of 12 feet to all structures and other tents.

For tents and membrane structures, with an occupant load of 50 or more, construction documents in accordance with Section 3103.6 shall be provided with each application for approval.

Per 3103.6 Construction documents a detailed site and floor plan for the tent or membrane structure shall be provided. The floor plan shall indicate details of the *means of egress* facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

The following items shall be submitted to the Fire Department for review and approval prior to the issuance of a permit and prior to tent installation:

- To Scale or heavily dimensioned diagram of the site showing:
 - Size of tent
 - Distances from the tent to the nearest building, parking area, property line, generator or other internal combustion engine, and other tents (distances shall be measured from support ropes and guy wires);
 - Width dimensioned - Access road(s) to the tent location;
 - Location and type of heating and/or cooking equipment;
 - Proposed use of the tent;
 - Proposed occupant load.
 - Proposed seating and table arrangements.
 - Means of Egress information to ensure compliance of requirements like: IFC section 3103.12.
- A completed Permit Application indicating:
 - Date/time that the tent will be installed and ready for inspection;
 - Date(s) that the tent will be used;
 - Date that the tent will be taken down.

- Copy of the certificate of flame resistance, as required by 3104.2, for the sidewalls, drops, and tops of the tent (provided by tent supplier/installer).

Please contact the City of Thornton Building Department at 303-538-7250 or send an email to building@thorntonco.gov to obtain directions regarding the city's permit application processing system. On-line information may be obtained at <https://www.thorntonco.gov/government/citydevelopment/Pages/building-inspection.aspx>. Submit all required information, as directed, electronically. Upon approval of the permit application, the tent permit will be provided to the applicant electronically. A final inspection is required after installation and prior to occupancy of the tent.

Depending on the use of the tent, additional permits or inspections may be required from other City of Thornton departments (e.g., Temporary Use Permit, Electrical Permit). Please contact the City Development Department for additional information.