

TENT & OTHER MEMBRANE STRUCTURES BUILDING PERMIT REQUIREMENTS & REGULATIONS

CONSTRUCTION DOCUMENT SUBMITTALS: One set of the following items are required for plan review (drawings must be submitted along with a completed permit application form):

1. Site plan showing all property lines, existing building, parking spaces, driving aisles, fire lanes, and tent location (dimensioned to the property line and other buildings).
2. Certificates of flame resistance. This certificate must indicate:
 - a. Identification and size of tent.
 - b. Type of fabric.
 - c. Trade name of chemical used to treat the fabric.
 - d. Name of the person or firm who treated the fabric.
 - e. Name and address of the owner of the tent.
 - f. Date the fabric was last tested.
3. A permit is required to erect or operate a tent or air-supported structure in excess of 400 sq. ft. or area and located in a location other than a residential home.
4. Start and End date for event is required.

FEES: Refer to the fee schedule for applicable fees

NOTE: Tents/or other membrane structures shall be located behind the building line setback. Contact Engineering Department for an approved site plan.

1. Tents/or other membrane structures shall not be located within 20 feet of property lines, buildings, temporary structures, parked vehicles or internal combustion engines.
2. No smoking or open flames are permitted in the tent and "No Smoking" signs must be conspicuously posted.
3. At least one type 2A:10BC fire extinguisher must be provided in each tent for every 3,000 sq. ft. and a maximum 75 feet of travel distance. The fire extinguisher must display a current tag.
4. Exits and aisles shall comply with current adopted International Building Code
5. All weeds and flammable material must be removed from the premises and within thirty five (35'-0") feet of tents/or other membrane structures.
6. The burning of rubbish shall not be permitted on the premises.
7. All tents/or other membrane structures must comply with Chapter 31 of the current adopted International Fire Code.
8. Seating arrangements shall comply with Chapter 10 of the current adopted International Building Code.
9. Heating and cooking shall be approved by the Health Departments. Any outdoor cooking shall be a minimum of twenty (20'-0") feet away from the tent or other membrane structures.
10. Flammable or combustible liquids and LP gas shall not be stored in a tent or within fifty (50'-0") feet from the tent/or other membrane structures.
11. Floor surfaces shall be kept clear of combustible waste (hay, straw, etc.).
12. Tents/or other membrane structures that are located more than one hundred and fifty (150'-0") feet from a fire lane or public roadway may require on site fire lanes when deemed necessary by the Fire Chief.