

Commercial Tents/Canopies Checklist

This checklist has been provided to help assist you in gathering the proper plan review documents.

Site plan (Construction Permit) - Drawn to scale or dimensioned

The “owner” of the temporary structure submits plans for the construction permit.

- Name & Address of Site Location.
- Number & Size of Temporary Structure(s).
- Location of Temporary Structure(s) - Membrane structures, tents or canopies shall not be located within 20 feet of lot lines, buildings, other temporary structures, parked vehicles or internal combustion engines. *For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary structure.*
- Fire Break - A fire break must provide an unobstructed passageway not less than 12 feet wide, free of guy ropes or other obstructions, and shall be maintained on all sides of the temporary structure(s).
- Separation of generators – Generators and other internal combustion engines shall not be located within 20 feet of the temporary structure(s) and shall be isolated from contact with the public by fencing, enclosure or other approved means.
- Anchorage - The structure must be properly anchored (provide anchor type, size and weight) and structurally stable in order to withstand weather related collapse. Documentation of structural stability (wind speed, snow load) must be provided. (2009 IFC 2403.9) Unless specifically approved by the tent manufacturer, water filled barrels are not considered acceptable anchorage.
- Emergency Access - Access road(s) must extend to within 150 feet of all portions of temporary structure(s) and must be approved by the Fire District.
- Means of Egress Maintenance - Guy wires, guy ropes and other support members shall not cross a “Means of Egress” at a height of less than 8 feet.
- Exits – The number and width of exits shall be in accordance

with 2009 IFC 2403.12.2. Exits shall be spaced at equal intervals around the perimeter and shall be located such that all points are 100 feet or less from an exit. Exits shall remain open unless covered by colored contrasting curtains which slide freely on metal supports and swing in the direction of exit travel.

- Structure Fabric &/or Material – A certificate must be submitted indicating the name and address of the owner(s) of the temporary structure, date the fabric was last treated with flame-resistant solution, name of person or firm treating the material, trade name or kind of chemical used, name of testing agency and test standard. The temporary structure shall have a permanently affixed label bearing the identification of size and fabric or material type.
- Water - Identify the nearest fire hydrant or water supply for firefighting purposes.

Floor plan (Operational) – Drawn to scale or dimensioned

The “event sponsor” of the temporary structure submits plans for the operational permit.

- Name and Phone Number of Event Sponsor.
- Exits – The number and width of exits shall be in accordance with 2009 IFC 2403.12.2. Exits shall be spaced at equal intervals around the perimeter and shall be located such that all points are 100 feet or less from an exit. Exits shall remain open unless covered by colored contrasting curtains which slide freely on metal supports and swing in the direction of exit travel.
- Exit Signs – Exits shall be clearly marked with signs of an approved self-luminous type or shall be internally or externally illuminated.
- Aisles – Unobstructed aisles of not less than 44 inches shall be provided from seating areas and shall be progressively increased in width to provide not less than 1 foot of aisle width for each 50 persons. The arrangement of aisles shall be subject to approval by the Fire District and shall be maintained clear at all times during occupancy.
- Means of Egress – Means of egress shall be illuminated while

the structure is occupied (2009 IFC 2403.12.7). The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet.

- Seating Arrangement – Please provide complete details showing all contents located inside the temporary structure. There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents. The seating arrangement within the structure shall be inspected and approved by the Fire District prior to use.
- Signs – “No Smoking” and “Occupant Load” signs shall be conspicuously posted. The occupant load allowed in an assembly structure shall be determined by the Fire District.
- Combustible Materials - Areas within and adjacent to the structure shall be maintained clear of all combustible materials or vegetation that could create a fire hazard. Combustible trash shall be removed at least once a day from the structure.
- Fire Protection Equipment – Fire extinguishers shall be installed in accordance with 2009 IFC Section 906.
- Heating and Cooking Equipment - Location, type and quantity of heating and/or cooking equipment or appliances to be used **within** the structure shall be installed and vented as specified in the International Mechanical Code and the International Fuel Gas Code. Electrical heating and cooking equipment shall comply with the National Electrical Code. Cooking and heating equipment shall not be located within 20 feet of exits, aisles, passageways or combustible materials. Outdoor cooking shall not be performed within 20 feet of the structure.
- LP-gas – The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with the IFC 2009 2404.16.
- Flammable and combustible liquids – Flammable-liquid-fueled equipment shall not be used in temporary structure(s). Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from structure(s). Refueling shall be performed in an approved location not less than 20 feet from structure.

- Standby Personnel – In the interest of public safety, the Fire District may require one or more qualified persons to perform a fire watch during any activity. There shall be one trained crowd manager for every 250 occupants. There shall be an audible announcement 10 minutes prior to the start of each event to notify the occupants of the locations of each exit that is to be used in the event of a fire and/or emergency.