

FIRE TENT / MEMBRANE STRUCTURE

Submittal Checklist



Tent Permits are required to assemble a membrane structure, canopy or tent in excess of 400 square feet. Or a cluster of tents in excess of 700 square feet.

The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

1	Building and Fire Prevention Permit Application	☐
2	Site Plan	☐
3	Construction Plans	☐
4	Manufacturer Installation Manual and Specifications	☐

** Additional materials may be requested during the review process.*

Upload PDF copies of the documents to the City's [Permit Portal](http://portal.cityofedgewood.org) (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

1. Building and Fire Prevention Permit Application – A completed and signed [Building and Fire Prevention Application Form](#).
2. Site Plan – Plans should include the following elements:
 - a. The location of the tent (include size of tent and dimensions to other structures, property lines, and/or obstructions).
 - b. Locations of generators and where you will be storing fuel for the generators.
 - c. Type and Locations of portable heaters. Provide specifications for heaters to be used.
 - d. Path of egress to public way.
 - e. Provide 12' wide Fire Break around all sides of tent.
 - f. For all the above items, include dimensions from the walls of the tent to equipment, other structures, property lines, and/or obstructions.
3. Construction Plans – Provide detailed construction and installation drawings with design calculations to demonstrate structural stability. Construction Plans should also include:
 - a. Floor Plan – Plans should include the following elements.

- i. Show locations of seating, tables, stages, racks, etc.
- ii. Path of egress through the tent to the exterior.
- iii. If the tent will have sides, please include exit and exit sign locations. If you are unsure if the tent will have sides, we suggest either creating two versions of the floor plan or otherwise make it clear on the plan what option you are proposing (sides or no sides).
- iv. Type and Locations of portable heaters Provide specifications for heaters to be used.
- v. For all the above items, include dimensions from the walls of the tent to equipment, other structures, property lines, and/or obstructions.
- vi. See below for additional code requirements.

4. Manufacturer Installation Manual and Specifications – Please provide the manufacturers detailed instructions and fire ratings demonstrating flame propagation certification.

ADDITIONAL CODE REQUIREMENTS*

- Fire lanes shall not be blocked or obstructed and shall remain open.
- Tent material shall be flame-retardant treated and have a current certificate\ that shows compliance with Test Method 2 of NFPA 701
- Fire hydrants shall not be blocked or obstructed.
- Parking and smoking are prohibited within 20 feet of tents
- "NO SMOKING "signs shall be posted at entrances into the tent.
- Generator and HVAC equipment (if any) shall be set 20 feet or more from tents and building exits.
- 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.
- No cooking/open flame or heating appliances are permitted.
- 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 overloaded.
- Aisle width throughout the tent shall be maintained at 44" or greater.
- An approved Occupant Load sign shall be posted at the main entrance in an approved manner for each tent. Sign to read: "MAXIMUM 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
- 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 and each exit shall be at least 72" wide. Exits SHALL be kept clear and unblocked. The number of exits will be determined at time of plan review.
 - Two ILLUMINATED EXIT SIGNS with battery backup are required - one above each exit. Additional exits and exit signs may be required. This will be determined at time of plan review.
 - Emergency lighting/battery backup shall be provided throughout exit ways.

**This is not an exhaustive list. Items above are expected to be demonstrated on submittal documents.*

ADDITIONAL STEPS

- ☐ Electrical work shall be applied for under a separate [Electrical Permit](#).
- ☐ Temporary Use Permit are Required.

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
1	
2	
3	
4	