



Joseph Hundley
Emergency Services Chief

Brock Smith
Deputy Chief/Fire Marshal



TENT CHECKLIST

Location/ Event: _____ **Date:** _____

Contact Person: _____ **Telephone:** _____

3103.2 Tents structures with an area over 400 square feet shall not be erected, operated, or maintained for any purpose without obtaining a permit and approval from this office.

3103.2.2 Membrane structures having an area of more than 800 square feet.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides without sidewalls, drops, or other physical obstructions on 75 percent or more of the perimeter that complies it all the following:
 - 2.1. Individual tents have a maximum size of 1800 square feet.
 - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 1800 square feet total.
 - 2.3. A minimum clearance of 12 feet to all structures and other tents.
3. Funeral tents and curtains or extension attached thereto, when used for funeral services.

	Yes	No	N/A
1. Permit obtained from Fire Marshal's office (\$50 fee) 3103.4			
2. Location of the tent on the property complies with 3103.8.2			
3. Fire break no less than 12 ft free of guy ropes and obstructions maintained on all sides 3103.8.6			
4. Shall be adequately braced, roped, and anchored to withstand weather and prevent collapse 3103.9			
5. Air supported structures shall meet the requirements of 3103.10			
6. Means of egress shall meet the requirements of 3103.12			
7. Exit signs posted in conspicuous location (Occupant load 50 or more) 3103.12.6			
8. Exits shall be clearly marked when the occupant load is 50 or more. 3103.12.6			
9. Exit signs shall be either listed and labeled in accordance with UL 924 as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires. 3103.12.6.1			
10. Certificate of Flame Resistance provided 3104.2			
11. Label on membrane identifying size & fabric or material type. 3104.3			
11. Label on membrane identifying size & fabric or material type. 3104.3			



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	Yes	No	N/A
13. No combustibile material located within any tent (I.E. Hay, Straw) 3104.5			
14. No Smoking Signs (Smoking is not permitted in tents) 3104.6			
15. Fireworks not used within 100' of tents or canopies 3104.8			
16. Minimum of 3' clearance between fabric envelope and contents of tent 3104.11			
17. Portable Extinguishers (3104.12)- Minimum of one 2A 10BC 906.2/906.4			
18. Cooking & Heating equipment not placed within 10' of exits or combustibles 3104.15.3			
19. Cooking tents are required to be separated by a minimum of 20'. 3104.15.5			
20. Outdoor cooking that produces grease laden vapors shall not be performed within			
21. Cooking tents are required to have a Portable extinguisher within 30' 904.11.5			
22. Cooking equipment with self contained LP tanks must be used properly			
23. Cooking tents with grease laden vapors are required to have a Class K			
24. LP gas tanks less than 500 Gal securely stored 10' away from the structure. 3104.16.2.1			
25. LP gas tanks more than 500 Gal stored securely 25' away 3104.16.2.2			
26. Generators placed a minimum of 20' away from tent or canopy. 3104.19			
27. Generators isolated from contact from the public by fencing or other enclosure. 3104.19			
28. Floors and grounds outside tent clear of combustibile waste within 30' . 3104.22			



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Occupant load	Min# of Exits	Min. Exit Width	Membranes
10 - 199	2	72	36
200-499	3	72	72
500-999	4	96	72
1000-1999	5	120	96
2000- 2999	6	120	96
Over 3000	7	120	96

Sample Occupant loads For Tents used as an Assembly

Size	Chairs Only	Standing	Tables & Chairs
10 x 10	14	20	6
10 x 20	28	40	13
10 x 30	42	60	20
10 x 40	57	80	26
20 x 20	57	80	26
20 x 30	85	120	40
20 x 40	114	160	53
20 x 50	142	200	66
30 x 30	128	180	60
30 x 40	171	240	80
30 x 50	214	300	100
30 x 60	257	360	120
40 x 40	228	320	106
40 x 50	285	400	133
40 x 60	342	480	160
40 x 70	400	560	186
50 x 50	357	500	166
50 x 60	428	600	200
50 x 70	500	700	233
60 x 60	514	720	240
60 x 70	600	840	280



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