

Building Permit Procedures for Temporary Tents

A permit is required for the erection of a temporary tent that is 900 sq. ft. or greater or that will have an occupant load of 50 or more. Your application must include the location of the tent, the date and time tent will be erected, the date & time the tent will be ready for inspection, and the date & time the tent will be removed. Due to the temporary nature of the tent, the inspection often takes place immediately preceding the event. This can create logistical difficulties in arranging the correction of any code violations that are identified by the inspector. This brochure lists some common code violations routinely encountered when inspecting tents and air supported structures that cover an area of 900 sq. ft. or less, including all connecting areas of spaces with a common means of egress or entrance and with an occupant load of 50 or less people. (2006 USBC 108.2)

1. All aspects of the tent installation must be complete. The inspector cannot approve a tent which is only partially erected. All paperwork including the permit and approved plans must be available for the Inspector at the time of the inspection.
2. Any electrical work involving more than a simple plug-in connection will require an electrical permit. All wiring & fixtures must comply with the current

edition of the National Electrical Code. All electrical work must be completed by a licensed electrician. Unlicensed electricians cannot legally do this work. A tent has potential hazards due to the possible combination of wet conditions and electricity. Homemade electrical fixtures, fixtures with frayed wires, and fixtures which are not UL labeled will not be approved. Fixtures which generate heat must be kept clear of combustibles. In addition to the above noted items, portable generators also require electrical permits.

3. Decorative materials, fabrics, liners, and bunting must be fire retardant treated. Documentation must clearly identify the product that has been treated. The information shall be available for the Inspector. Field applied "fireproof" treatments must receive prior approval. It is not guaranteed to meet Code requirements. Hay bales, corn stalks, mulch, and similar material may not be used in a tent and cannot be placed within 20 feet of a tent. Combustible trash should not be allowed to accumulate inside the tent. (2006 IFC-2404.5)
4. Portable fire extinguishers must be provided. All required fire extinguishers must be present during the inspection. (IFC*906)
5. Propane fired heaters require a separate permit. They must be listed

and installed according to their manufacturer's label especially with regard to combustible clearances. Propane tanks must be properly secured to prevent movement or contact with the tent or occupants. A driven wooden stake into the ground and a tie to the tank is acceptable.

6. Exposed flames are prohibited inside the tent. (2006 IFC 2404.7)
7. Smoking shall not be permitted in tents or air supported structures. (2006 IFC 2404.6) Approved "No Smoking" signs shall be conspicuously posted. (2006 IFC-310)

Please keep in mind that the inspector sent to inspect your tent cannot negotiate relaxed code regulations in response to violations. If violations are identified, please ask the inspector of any arrangements that can be made for a re-inspection once the violations have been corrected.

TEMPORARY TENT REQUIREMENTS

1. Tents must comply with all requirements of the procedures shown on the opposite side of this brochure.
2. Stages will be inspected for structural integrity and stability by the inspector. Any additions or changes determined by the inspector to be required must be done before the final inspection will be approved.
3. Each section of tent including sides, tops, pole covers, and other sections must either be noncombustible or be fire retardant treated and documentation must clearly identify the product that has been treated. An affidavit or affirmation shall be submitted to the Building Safety & Permits Official and a copy retained on the premises on which the tent is located. (2006 IFC 2404.1 and 2404.4)
4. All tents must be more than 20 feet away from lot lines, buildings, other temporary membrane structures, other tents and canopies, parked vehicles, or internal combustion engines. (2006 IFC 2403.8)
5. Exits shall be spaced at approximately equal intervals around the perimeter of the tent, air supported, air inflated, or tensioned membrane structure,

temporary membrane structure, or canopy, and shall be located such that all points are 100 feet or less from the exit. (2006 IFC2403.12)

6. Special event tents are allowed for a period not to exceed 30 with Zoning Approval. The 30 day time period may be extended by written request to the Zoning Administrator or their designee showing reasonable cause.
7. Tents are allowed for a period not to exceed 30 days with Zoning Approval. The 30 day time period may be extended by written request to the Zoning Administrator or their designee showing reasonable cause.

FEES

The minimum fee for a tent permit is \$66. This includes a permit fee of \$50, a plan review fee of \$15 and the state levy of \$1.

If a generator is used an electrical permit will be required. The fee for this permit is \$51.

If a gas or electric heater is used a mechanical or an electrical permit will be required. The fee for this permit is \$51.

If an inspection fails, a \$50 fee is imposed and a re-inspection is required.

Temporary Tents Permit and Inspection Procedures



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