



## TEMPORARY EVENT TENT/MEMBRANE STRUCTURE CHECKLIST

The information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding all the requirements for submitting your application and applicable State Codes on the tents.

Page 2: Permit Application Guide/Definitions

Page 3: Checklist regarding submittal for permit issuance

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Page 5: Building Permit Application

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(08/20)

## **DEFINITIONS:**

- A tent is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.
- An open tent is defined as a tent that is open on all sides.
- A membrane structure is an air-inflated, air supported, cable or frame covered structure as defined by the International Building Code (i.e. jumping houses, jumping castles, etc.).
- Separation distances are measured from the anchorage point, not the limits of the tent.

## **CRITERIA REQUIRING A PERMIT(S):**

### **TENTS (not open tents)/MEMBRANE STRUCTURES**

- You will be erecting a tent/membrane structure over 400 sq. ft.

### **OPEN TENTS ONLY (if you meet any of the following)**

- You will be erecting an open tent over 700 sq. ft.
- You will be erecting smaller open tents directly adjacent to each other where the aggregate area of the smaller tents erected is greater than 700 sq. ft. and there is no 12 ft. separation distance to the front or rear of them from an adjacent structure and/or other tents.
- You will be erecting separated open tents where the aggregate area is greater than 700 sq. ft. This layout requires a minimum 12 ft. separation distance between them and other tents and/or structures.

### **ELECTRICAL PERMIT**

- You will be utilizing electricity in the tent or for the event.

## **NOTES:**

- Tents/membrane structures are not regulated on residential properties.
- Tents shall comply with the 2009 International Building Code - Section 3103.
- Tents shall comply with the 2009 International Fire Code - Sections 2403 & 2404.
- Tents shall comply with the 2011 National Electric Code.

**CHECKLIST:**

- ✓ Need site plan of tents (size, timeline, location, etc.).
- ✓ Need Fire Retardant Certificate.
- ✓ If cooking, must be 20 ft. from other tents.
- ✓ Tents need to be 20 ft. (measured from anchor point) from structures/buildings with exceptions (IFC 2403.8.2).
- ✓ No smoking signs.
- ✓ No open flame is allowed in or within 20 ft. of the tent.
- ✓ Tents shall be adequately anchored; documentation may be requested.
- ✓ Minimum of 3 ft. required between fabric envelope and contents in tent.
- ✓ If generator or temporary wiring - **NEED ELECTRICAL PERMIT**
  - If generator - 20 ft. away and shall be isolated from contact with the public by fencing, enclosure or other approved means (lock).
  - Generator or temporary wiring shall comply with current National Electric Code.
- ✓ Fire extinguisher - every 75 walking ft.
- ✓ An obstructed fire lane (20 ft.) shall be provided and shall be within 150 ft. of all portions of the facility.
- ✓ Will walls be down?
  - If so, exit lights needed at egress doors.
    - If exit serves an occupant load of 50 or more.
    - Exit lights must be illuminated.
- ✓ Egress exits max travel distance of 100 ft.

<b>OCCUPANT LOAD</b>	<b>MIN # OF MEANS OF EGRESS</b>	<b>MIN WIDTH OF EACH MEANS EGRESS (“)</b>
10 to 199	2	72
200 to 499	3	72
500 to 999	4	96
1,000 to 1,999	5	120
2,000 to 2,999	6	120

***Special Notes:***

- 1) Tent stakes will not be allowed to be driven into asphalt (public roadway or parking lot).
- 2) Any tent or structure erected in City parks will need to be marked by **Diggers Hotline** to ensure the integrity of underground utilities.

**Diggers Hotline: 1-800-242-8511**

## **INTRODUCTION:**

This code analysis is based on the 2006 International Fire Code (IFC) and the 2006 International Building Code (IBC). These versions of the code were adopted by the State of Wisconsin on March 31, 2008.

The application of the above codes for the proposed project is based on owner provided plans. Extensive field verification and measurement are not part of the scope of this report. Actual conditions may differ from the provided plans. It is assumed that the scope of the project is to install enclosed tents and support facilities that will be temporary in nature.

## **CODE SECTION INTERPRETATIONS:**

- **IBC Section 3103**
  - Tents and structures erected for less than 180 days shall comply with International Fire Code.
- **IFC Section 2403.8 Access, Location and Parking**
  - 2403.8.1 Access: Fire apparatus access roads shall be provided in accordance with Section 503.
  - Section 503: An unobstructed fire lane (20 ft.) shall be provided and shall be within 150 ft. of all portions of the facility.
    - A 20 ft. fire lane will be provided on the west, south and east side of the fenced enclosure so as the entire facility is within 150 ft. of a fire lane.
  - 2403.8.2 Location: Tents shall not be located within 20 ft. of other tents.
    - Exception #1: Tents not used for cooking and under 15,000 sq. ft.
    - Proposed tents are each under 15,000 sq. ft. and are not used for cooking.
  - 2403.8.5 Fire Break: An unobstructed fire break passageway shall be maintained on all sides of tents unless otherwise approved.
    - Tents are separated by 12 ft. with a connecting corridor per 2403.8.4.
- **IFC Section 2403.9 Anchorage**
  - Type and structural documentation to be provided for submittal.
- **IFC Section 2403.12 Means of Egress**
  - Egress will meet code provisions as shown on plans.
- **IFC Section 2403.12.6 Exit Signs**
  - Exit Signs and Illumination will be provided as required by code.
- **IFC Section 2404 Tents**
  - 2404.2 Flame propagation.
    - Tent manufacturer will provide documentation meeting NFPA 701.
  - 2404.5 Combustible materials not permitted.
    - Facility will comply.
  - 2404.6 Smoking not permitted.
    - Facility will comply.
  - 2404.7 Open Flame not permitted within 20 ft. unless approved.
    - Facility will comply or will seek prior approval from GBFD.
  - 2404.12 Fire extinguishers.
    - Will be provided per IFC Section 906.
  - 2404.15 Heating and cooking equipment shall comply with the International Mechanical Code and the International Fuel Gas Code and shall be approved by the local official.
    - Facility will meet above approvals.
  - 2404.15.6 Outdoor cooking not permitted within 20 ft. of tent.
    - Facility will comply.
  - 2404.16 LP Gas separation of 25 ft. for containers more than 500 gallons.
    - Facility will comply.
  - 2404.19 Generator separation of 20 ft. from tents and enclosed by fencing.
    - Facility will comply.



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# PROJECT PERMITS APPLICATION

All fields must be completed before permit will be processed.

Department of Community and Economic Development  
100 N. Jefferson Street, Rm 608  
Green Bay, WI 54301-5026  
(920) 448-3300 - phone  
(920) 448-3426 - fax  
inspmail@greenbaywi.gov

<b>Project Address</b>		<b>Parcel #</b>		<b>Project #</b> (assigned by City)	
<b>Property Owner</b>			<b>Contractor</b>		
Name			Name		
Company (if applies)			Company		
Address			Address		
City, State, Zip			City, State, Zip		
Phone #			Phone #		
Email			Email		
<b>Current Land Use, Flood Plain &amp; Zoning</b> (check which applies)					
Land Use: Vacant Lot   I-Family   2-Family   Multi-Family # of units _____   Commercial (describe) _____					
Zoning: R-1   R-2   R-3   RR   OR   NC   D   C-1   C-2   C-3   LI   GI   BP   PI   CON   TND					
Flood Plain: Yes   Base Flood Elevation (BFE) _____   No					
<b>Project Scope:</b> (check all that apply)					
New		Addition		Alteration	
Height		Area: Finished		Unfinished	
				Raze (demolish)	
				Change-of-use	
<b>Description of Project ↓:</b>			<b>Estimated Cost of Construction \$</b>		
<b>Plan Approvals</b>					
PLBG Plan	# _____	City	SBD \$ _____	<input type="checkbox"/> Erosion Control	# _____ City <input type="checkbox"/> SBD \$ _____
SVWR Plan	# _____	City	SBD \$ _____	<input type="checkbox"/> Building Plan	# _____ City <input type="checkbox"/> SBD \$ _____
Foot & Found Only	# _____	City	SBD \$ _____	<input type="checkbox"/> HVAC Plan	# _____ City <input type="checkbox"/> SBD \$ _____
				<input type="checkbox"/> Site Plan	# _____ \$ _____
<b>Contractors (UDC Numbers Required): DCC #</b>			<b>DCQ #</b>		
<input type="checkbox"/> BLDG -			Bldg Fee \$ _____		
<input type="checkbox"/> ELEC -			Elec Fee \$ _____		
<input type="checkbox"/> HVAC -			Hvac Fee \$ _____		
<input type="checkbox"/> PLBG - _____ # of Fixtures			Plbg Fee \$ _____		
<input type="checkbox"/> SWRS -			<input type="checkbox"/> Water Fee \$ _____		Swrs Fee \$ _____
			<input type="checkbox"/> Storm Fee \$ _____		Assessment \$ _____
			<input type="checkbox"/> Sanitary Fee \$ _____		Assessment \$ _____
<input type="checkbox"/> CERTIFICATE OF OCCUPANCY			C.O. \$ _____		
<input type="checkbox"/> EROSION CONTROL			Erosion Ctrl \$ _____		
<input type="checkbox"/> ADDITIONAL PERMITS (Sprinklers # _____, Curb Cut, Flood Plain, Temp. Occupancy, Etc.) (Please List)			Addl. Fee \$ _____		
<input type="checkbox"/> DOUBLE FEE PERMIT [s.8-47(g)(2)] If application for a building permit has not been obtained prior to commencement of the job, applicable permit fee shall be doubled.			Double Fee \$ _____		
<b>Application Signature</b> The applicant certifies that information submitted herein is accurate; agrees to comply with the Wisconsin Administrative Code, Municipal Ordinance, and with the conditions of this permit; and understands that permit issuance creates no legal liability, expressed or implied, on the Department or Municipality.					
_____ <b>Signature of Applicant</b>			_____ <b>Date</b>		
<b>For Office Use Only</b>					
Reviewed By _____		Credential # _____	Class Code _____	Census _____	Receipt No. _____
					Total Fee _____

**To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.**



# LICENSED CONTRACTOR ELECTRICAL PERMIT APPLICATION

Department of Community  
and Economic Development  
100 N. Jefferson Street, Rm 608  
Green Bay, WI 54301-5026  
(920) 448-3300 - phone  
(920) 448-3426 - fax  
[inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov)

All fields must be completed before permit will be processed.

Project Address: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 Owner's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Electrical Contractor: \_\_\_\_\_  
 Contractor's Address: \_\_\_\_\_  
 Contractor's Email: \_\_\_\_\_  
 Contractor's Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Value of work: \_\_\_\_\_

**This section for City use only**

Project #: \_\_\_\_\_  
 Permit Code: \_\_\_\_\_  
 Permit Fee: \_\_\_\_\_  
 Parcel #: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Date: \_\_\_\_\_

**OCCUPANCY (check appropriate box):**

Single-Family      Commercial      Educational      Multi-Family      Number of Units \_\_\_\_\_  
 Two-Family      Manufacturing      Other \_\_\_\_\_

**NATURE OF WORK (check all that apply):**

Alteration      Repairs       Addition      Hot tub/spa       Swimming Pool  
 Remodeling      Sign      Detached Garage      Other \_\_\_\_\_

**JOB DESCRIPTION:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.**

**CONTRACTOR STATEMENT:** I hereby certify that the above wiring upon completion will be in compliance with the applicable federal, state, and local electrical codes and utility service rules.

“ENERGIZING THE DESCRIBED WIRING WILL IN NO WAY CREATE A HAZARD”

State of WI Electrical Contractor Certification # \_\_\_\_\_ and WI Master Certification # \_\_\_\_\_  
(REQUIRED) (REQUIRED)

\_\_\_\_\_  
 Signature (Master Electrician Responsible For Work)

\_\_\_\_\_  
 Date

**INSPECTOR STATEMENT:** I hereby certify the work completed as of date signed complies with applicable codes.

\_\_\_\_\_  
 Inspector Signature

\_\_\_\_\_  
 Date

Check box for Online Payment

The information below must be provided for notification of project number and permit fee. This information is required to make payment on-line.

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_