

TEMPORARY EVENT TENT CHECKLIST

- **DEFINITIONS:**

- ◆ A tent is defined as a structure, enclosure, or shelter with partial or complete 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.
- ◆ Separation distances are measured from the anchorage point, not the limits of the tent.

- **CRITERIA:**

- 1) You will be erecting a tent over 400 square feet.
 - 2) You will be erecting smaller tents where the aggregate area of smaller tents erected within 12 feet of each other is greater than 400 square feet.
 - 3) You will be erecting an open tent over 700 square feet.
 - 4) You will be erecting smaller open tents where the aggregate area of smaller open tents erected within 12 feet of each other is greater than 700 square feet.
 - 5) You will be utilizing electricity in the tent or for the event.
- Do not regulate residential.
 - *Tents will need to comply with the International Building Code IBC 3103*
 - *Tents shall comply with the current International Fire Code sections 2403 and 2404.*
 - *Tents shall comply with the current National Electrical Code.*

- **CHECKLIST:**

- ✓ NEED SITE PLAN OF TENTS (SIZE, TIMELINE, LOCATION, ETC).
- ✓ FIRE RETARDENT CERTIFICATE
- ✓ IF COOKING, MUST BE 20 ' FROM OTHER TENTS
- ✓ TENTS NEED TO BE 20 '(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 ' OF THE TENT
- ✓ TENTS SHALL BE ADEQUATELY ANCHORED, DOCUMENTATION MAY BE REQUESTED
- ✓ MINIMUM OF 3' REQUIRED BETWEEN FABRIC ENVELOPE AND CONTENTS IN TENT
- ✓ IF GENERATOR = 20' AWAY **AND NEED ELECTRICAL PERMIT**
 - SHALL BE ISOLATED FROM CONTACT WITH THE PUBLIC BY FENCING, ENCLOSURE OR OTHER APPROVED MEANS(LOCK). SHALL BE GROUNDED.
- ✓ FIRE EXTINGUISHER = EVERY 75 WALKING FEET
- ✓ AN OBSTRUCTED FIRE LANE (20') SHALL BE PROVIDED AND SHALL BE WITHIN 150' OF ALL PORTIONS OF THE FACILITY
- ✓ WILL WALLS BE DOWN?
 - IF SO, EXITS LIGHTS NEEDED AT EGRESS DOORS
 - IF EXIT SERVES AN OCCUPAND LOAD OF 50 OR MORE
 - EXIT LIGHTS MUST BE ILLUMINATED
 - EGRESS EXITS MAX TRAVEL DISTANCE OF 100'

OCCUPANT LOAD	MIN # OF MEANS OF EGRESS	MIN WIDTH OF EACH MEANS EGRESS(")
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 **Digger's Hotline** to ensure the integrity of underground utilities. **Digger's Hotline- 1-800-242-8511**