



HFD LIFE SAFETY BUREAU

SPECIAL OPERATIONS TEAM

TENT PLAN SUBMITTAL CHECKLIST

The following LSB requirements shall be adhered to when submitting tent/membrane plans:

- ❖ An operational permit is required to erect, for any purpose, a tent or other membrane structure having an area of **1,200 square feet or larger**. Where there is an **occupant load of 50 or more**, an Assembly permit will also be required.
- ❖ Permit applications submitted less than 5 days prior to the event will incur a priority inspection fee.
- ❖ When the means of anchoring requires any digging or staking, **"811 – Call Before You Dig"** must be contacted prior to any tent plan submittal.
- ❖ **One-Call Ticket number** shall be provided on plans showing **"811"** was contacted.
- ❖ Submit copy of tent flame resistant treatment certificate.
- ❖ Submit a detailed interior floor plan that includes the following:
 - a. State seating capacity and show arrangement of seating.
 - b. State occupancy load and show location of occupancy sign near main entrance.
 - c. Show location and type of any heating, cooking, and/or electrical equipment.
 - d. Show egress/exit door locations and width. Show calculations.
 - e. Show locations of EXIT signs and EGRESS lighting.
 - f. Show locations of required portable fire extinguishers (ABC and/or Type K).
- ❖ Submit an "aerial view" site plan that includes the following:
 - a. Location of the tent in relation to any other structures (i.e. buildings, other tents, etc.)
 - b. Include details of fire and emergency vehicle access
 - c. Show unobstructed fire break passageway or fire road not less than twelve (12) feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents.

The following LSB requirements **shall be stated** on all tent plan submittals:

- ❖ Temporary tents shall not be located within 20 feet of lot lines, buildings, other temporary membrane structures, other tents and canopies, parked vehicles or internal combustible engines.
- ❖ Smoking and open flames are prohibited.
- ❖ All exit components shall be unobstructed, unlocked, accessible and consistent with approved signs.
- ❖ **"NO SMOKING / OPEN FLAMES"** signs will be placed throughout tent assembly.
- ❖ Combustible materials will not be stored under bleachers.
- ❖ Combustible waste shall be properly stored.
- ❖ Flammable/combustible materials shall be prohibited inside the tent.
- ❖ Hay, straw or similar materials shall be prohibited within 30' of tent.