



# CONCORD FIRE DEPARTMENT

## *Fire Prevention Division*

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### **PERMITTING REQUIREMENTS FOR THE ERECTION OF TENTS OR OTHER MEMBRANE STRUCTURES**

#### **Introduction**

Maintaining a safe environment from the threat of fire for all occupants of the City of Concord is a primary function and goal of the Fire Prevention Division. The erection of tents or other membrane structures present a difficult problem in trying to meet the provisions of the Fire Code and maintain such a safe environment. The following provisions will be required to be met to assure the safety of all persons inhabiting a tent or membrane structure.

#### **Permit Required**

A Tent Permit shall be required to be obtained from the Fire Prevention Division for anyone wishing to erect a tent or membrane structure. The permit fee shall be based upon the Concord Fire Department Fee Schedule. This permit shall be completed on a Permit Application form. No tents shall be erected without obtaining a permit first or a double fee will be required.

#### **Permit Issuance Procedure**

1. The person wishing to obtain a Tent Permit for the erection of a tent or membrane structure shall first contact the Fire Prevention Division and fill out a Permit Application. The Permit Fee should be paid at this time.
2. A copy of the guidelines for the erection of a tent or membrane structure will be given to the applicant. After completion of the application and payment of the fees, the Fire Prevention Division will give permission for the structure to be erected upon the proposed site. After the structure has been erected, an appointment for a Fire Inspection shall be made to inspect the structure (The Fire Inspection cannot be conducted until the requirements for safety systems of the building are in place and the facility is ready for use).
3. The inspector upon completion of the fire inspection and satisfied that all guidelines and provisions of the Fire Code have been met shall then sign and complete the Application Permit and give a copy to the applicant, which must be kept at the facility at all times.

#### **Inspection and Revocation of Permit**

1. At any time, the Tent or Membrane Structure is open to the public, a fire inspection may be conducted by a Fire Official to assure compliance with all guidelines and the Fire Code.

2. In the event that the specified guidelines and/or the Fire Code regulations are not being met, then the person that obtained the Tent Permit will be subject to a Civil Citation. If the violations are of such a severe nature as to be hazardous to the lives and/or well being of the public, then the Fire Official may revoke the Tent Permit, which will not allow the further Use of the Tent or Membrane Structure. If the violations are corrected, then the Tent Permit may be reinstated with no charge.
3. In the event a Tent Permit is revoked and the occupant refuses to comply with the required regulations, a refund of the permit fee will not be allowed.

## **Requirements for Tents and other Membrane Structures**

1. **3103.2.1 Membrane structures. Membrane structures having an area in excess of 400 square feet (37 m2).**
2. **3103.2.2 Tents. Tents having an area in excess of 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 comply with all of the following:**
    - i. **Individual tents having a maximum size of 1800 square feet.**
    - ii. **The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet not exceeding 1800 square feet (167 m2) total.**
    - iii. **A minimum clearance of 12 feet to all structures and other tents.**
  3. **Funeral tents and curtains or extensions attached thereto when used for funeral services**
3. Before a permit is granted, the owner or agent shall file with the code official a certificate executed by an approved testing laboratory, certifying that the tents, air-supported, air-inflated or tensioned membrane structures and their appurtenances, sidewalls, drops and tops of temporary membrane structures, canopies, tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in accordance with NFPA 701, and that such flame resistance is effective for the period specified by the permit.
4. Temporary tents, air supported, air inflated or tensioned structures and canopies shall be not be used for a period of 180 days within a 12-month period on a premise.
5. Construction documents: A detailed site and floor plan for tents, canopies, air supported and tensioned membraned structures with an occupancy load of 50 or more people shall be provided with each special use permit application the plan shall include exits, seating arrangement and capacity, location and type of heating and electrical devices equipment.
6. Access must be maintained around the exterior perimeter

7. **Individual tents 1800 square feet and larger shall obtain a permit from the Fire Prevention Division. Rows of tents with an aggregate area of 1800 square feet or larger shall also require permitting.**
8. Tents shall be not be located within 200 feet of lot lines, buildings, or other temporary structures, parked vehicles, and internal combustion engines (ropes, guy wires are considered to be part of the tent, canopy or air supported structure.
9. A minimum of 1-2A10BC (5lbs.) extinguisher must be maintained on site at all times. The extinguisher must have an annual maintenance inspection performed by a qualified extinguisher company within the last year. The size of the tent **may** dictate additional extinguishers to be installed to meet travel distance requirements.
10. Fire exit signs and no smoking signs may be required by the inspector at the time of inspection.
11. Extension cords and other lighting appliances shall be used in a safe and approved manner.
12. Fire apparatus roads shall be provided and maintained.

#### **Use of Power Generators and Flammable and Combustible Liquid Storage**

Portable Power Generators are only approved for outdoor/exterior use with the following safeguards:

1. Flammable and Combustible Liquids shall be stored in an approved, secured manner 50-feet from combustible materials.
2. Gasoline generators and other hydrocarbon-fueled power generating equipment shall be located at a secure, approved location 20-feet from combustible materials.
3. Refueling of gasoline generators and other hydrocarbon-fueled power generating equipment shall be refueled in a secure, approved manner 20-feet from combustible materials.
4. Every vender utilizing a power generator or similar device shall have a 5-pound ABC Type Fire Extinguisher located at the device. An approved fire extinguisher company shall have inspected this extinguisher within the last 12 months. The extinguisher company will place a tag on the extinguisher with the last inspection date on the extinguisher.