TENT PERMIT APPLICATION

Ann Arbor Fire Department
Fire Prevention Bureau
111 North Fifth Avenue ~ Ann Arbor, Michigan 48104
Ph: (734)794-6979 Fax: (734)761-3592 Email: A2FP@A2gov.org

Date: _____

Applicant's Name: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Phone #: (_____)_____ Email: _____

Applicant's Signature _____

Location of Tent: _____

Date of Event: _____ Time: _____to_____

Date tent will be erected: _____ Date of tent removal:_____

In accordance with the International Fire Code (IFC) 2009 Edition, Chapter 24, Section 2403 – Tents and Other Membrane Structures.

Tents and membrane structure having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Tents open on all sides which comply with all of the following three (3) exceptions do not require a tent permit.

1. Individual tents having a maximum size of 700 square feet.
2. Multiple tents placed side by side not exceeding 700 square feet in total.
3. Tents with a minimum clearance of 12 feet to all structures and other tents.

It is the responsibility of the individual requesting this permit to follow the requirements set forth on the checklist. Please keep the checklist for your reference. This permit must be signed and returned to the Special Events Coordinator or the Fire Prevention Bureau along with a diagram of the site layout with measurements of roadways, aisle ways, and tent(s); does not have to be to scale.

Applicant shall provide all requirements set forth in the checklist.

All requirements in the checklist may not apply to every event.

Should you have any questions or concerns regarding items on the checklist, please contact the Fire Prevention Division.

A $25 permit fee will be invoiced to the above applicant for application review and processing.

Checklist *(Please retain this checklist for reference during the self inspection)*

- ☐ A detailed site and floor plan for tents or membrane structure with an occupant load of 50 or more shall be provided with each application.
- ☐ Portable fire extinguishers shall be provided. The maximum travel distance to an extinguisher shall be 75 feet.
- ☐ Tents shall not impede a fire department access road. Access road must maintain a clear width of 20 feet.
- ☐ Tents or membrane structure and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
- ☐ Exits shall be clearly marked to indicate clearly the direction of egress when the exit serves an occupant load for 50 or more.

Minimum number of means of egress.

Occupant Load	**Minimum number of means of egress**	**Minimum width of each means of egress (inches) Tent**	**Minimum width of each means of egress (inches) Membrane Structure**
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

- ☐ Tents and membrane structures must be flame-resistant.
- ☐ Certification of flame-resistance must be provided when submitting plans.
- ☐ Smoking shall not be permitted in tents, canopies, or membrane structures.
- ☐ Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public.
    - Excludes the use of steno fuel to heat food pans.
- ☐ Cooking (not located inside of a tent) and heating equipment shall not be located within 10 feet of exits or combustible materials.
- ☐ Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structure by a minimum of 20 feet.
- ☐ Outdoor cooking that produces sparks or grease-laden vapors shall not be preformed within 20 feet from a tent or membrane structure.
    - If cooking with a deep fryer, then a Class-K rated portable fire extinguisher shall be provided.
- ☐ Fireworks shall not be used within 100 feet of tents or membrane structures.
- ☐ Hay, straw, shaving or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy – 50 people or more.
    - Except for materials necessary for the daily feeding and care of animals.