



# CONCORD FIRE & LIFE SAFETY

## *Fire Prevention Bureau*

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### **PERMITTING REQUIREMENTS FOR THE ERECTION OF TENT OR AIR SUPPORTED 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 Bureau. 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 air membrane structure.

#### **Permit Required**

A Tent Permit shall be required to be obtained from the Fire Prevention Bureau for anyone wishing to erect a tent or air membrane structure. The permit fee shall be based upon the Concord Fire & Life Safety 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 air membrane structure shall first contact the Fire Prevention Bureau 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 air supported membrane structure will be given to the applicant. After completion of the application and payment of the fees, the Fire Prevention Bureau 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 the pink copy to the applicant, which must be kept at the facility at all times. The inspector will then return the white and yellow copies to Fire Prevention Bureau for filing.

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

1. At any time the Tent or Air Supported 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 Air Supported 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 Tent and other Membrane Structures**

1. Tents and membrane structures having an area in excess of 200 sqft and canopies in excess of 400 sqft shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Fire Prevention Bureau.
  - a. For purposes of this section the following definitions shall apply:
    - i. Tent: a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.
    - ii. Canopies: A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.
  - b. Exceptions to item 1:
    - i. Tents used exclusively for recreational camping purposes.
    - ii. Fabric canopies and awnings open on all sides, which comply with the following.
      1. Individual canopies having a maximum size of 700 square feet.
      2. The aggregate area of multiple canopies placed side by side without a firebreak clearance of 12 feet not exceeding 700 square feet total.
      3. A minimum clearance of 12 feet to all other structure and tents.
2. 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 premises.
3. 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.
4. Access must be maintained around the exterior perimeter
5. Individual tents 700 square feet and larger shall obtain a permit from the Fire Prevention Bureau. Rows of tents with an aggregate area of 700 square feet or larger shall also require permitting.
6. 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.
7. Fire apparatus roads shall be provided and maintained.

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