

**City of Plymouth
Protective Inspection Division
3400 Plymouth Boulevard
Plymouth MN 55447**

TENTS, CANOPIES & TEMPORARY MEMBRANE STRUCTURES

A permit is required for the use of all tents, membrane structures and canopies in excess of 400 square feet. Temporary assemblies and tents shall comply with the Minnesota State Fire Code (MSFC), Section 105.6.43 and Chapter 31. For the purpose of this handout, the term "tent or tents" shall include canopies, temporary membrane structures and air supported or air inflated structures.

General Requirements for Tents and Canopies:

Tents and canopies must have a permanently attached label stating the material is fire retardant.

Tents shall not be located within 20 feet of lot lines, structures, other tents, parked vehicles or internal combustion engines except as noted in MSFC 3103.8.

Combustible materials such as hay, straw, wood shavings, sawdust and similar material shall not be located in a tent containing an assembly occupancy. ***Exception:*** *Materials necessary for the daily feeding and care of animals and materials that are kept damp. Combustible trash shall be removed from tents once each day.*

Tents and all decorations including awnings, drapes, table skirts, curtains and other decorative material must be of flame-resistant material. Certification of flame-resistance must be provided with the plans at the time of application submittal.

Venting shall be to the exterior with approved spark arrestors. Vents shall not be placed within 12 inches of the tent.

No smoking or open flames are permitted in the tent, and "No Smoking" signs must be conspicuously posted.

10# ABC Fire extinguishers and approved signs are required in approved locations.

Cooking or heating equipment shall not be within 10 feet of exits or combustible materials.

Outdoor cooking shall not be performed within 20 feet of tent.

Electrical permit is required for all temporary electrical installations.

L.P. gas must be secured outside of a tent with the following separations:

Containers	<500 gallons – 10 feet
	>500 gallons – 25 feet

Flammable liquids shall be stored outside not less than 50 feet from tent.

Generators shall be at least 20 feet from tents and secured from public access.

Vegetation and waste materials shall be kept a minimum of 30 feet from tent.

Tents must be adequately braced and anchored to prevent collapse. Documentation of structural stability shall be furnished upon request.

Exits:

Exits shall be spaced at equal intervals around the perimeter of the tent and shall be located such that all points are 100 feet or less from an exit.

Exit openings from tents must remain open unless covered by a flame-resistant curtain.

Exit ways must be kept clear of obstructions at all times, with adequate aisle widths provided.

Exits must be clearly marked. Exit signs shall be of an approved type (self-luminous or internally or externally illuminated by an approved source).

Curtains, drapes, or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, hose cabinets, standpipes, fire extinguishers, or any other life safety equipment at any time.

Fire Access:

Fire lanes shall not be obstructed or barricaded at any time in any manner.

Fire hydrants and fire department connections must be maintained with a 3-foot clearance and no parking within 15 feet of fire hydrant.

An unobstructed fire break passageway or fire road not less than 12 feet wide and free from obstructions must be maintained on all sides of all tents.

Submittal Requirements:

A signed and completed tent permit application.

Two copies of a detailed site or floor plan showing the seating arrangement, exits and locations of portable fire extinguishers. One approved copy must remain on site at all times.

Provide a detailed description of all activities that will be occurring, the dates and hours of the event and the approximate number of participants.

Provide a certificate, executed by an approved testing laboratory, certifying the flame resistance of materials used to construct the tent are in compliance with NFPA Standard 701.

Provide flame-spread rating information for materials used as ceiling and/or wall decorations.

A signed and completed electrical permit application (if any electrical installation).

Note: Required application materials should be submitted at least three days prior to the set up and proposed event date.

Call **763 509 5449** between 8:00 a.m. to 4:30 p.m. to arrange for an inspection. Please provide the permit number with your request. **Allow 24 hours for all inspections.**