

**TOWN OF MADISON
FIRE MARSHAL'S OFFICE**

DEPARTMENT OF PUBLIC SAFETY
CODE ENFORCEMENT OFFICE
FIRE MARSHALS OFFICE
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Code Enforcement Officer
Fire Marshal

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Tent, canopy and Temporary Membrane Structures Permit Application

Name _____ Phone # _____

Address _____

Owner of Property _____ Date _____ 20____

Location of Tent _____ Tent Size _____ X _____

Date(s) of Uses _____

This permit shall be issued per the 2020 International Fire Code Chapter 31

FCNYS 3103.2 Approval required Tents, canopies, and membrane structures having an area of 400 square feet or more shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Fire Marshal or Code Enforcement Officer. **ALL COOKING TENTS SHALL REQUIRE A PERMIT**

An installation permit is **NOT** required for **tents open on all sides** that comply with **all the following**

1. Individual tents having a maximum size of 700 square feet (65 m2)
2. The aggregate of multiple tents place side by side without a fire break clearance of 12 feet (3658mm), not exceeding 700 square feet (65 m2) total.
3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

Temporary tents, air-support, air-inflated or tensioned membrane structures and canopies shall not be erected for more than 180 days within a 12-month period on a single premise.

All tents, canopies, and membrane structures shall meet the following

1. Open-flame devices shall not be allowed inside or within 20 feet of the tent or air supported structure unless approved by the Fire Marshal or Code Enforcement Officer.
2. No portable heaters shall be used in the tent, canopy, or membrane.
3. All decorative material, if used, shall be of flameproof material.
4. Adequate exits shall be provided as per inspection.
5. All exits and aisles shall be kept clear at all times. Aisles to be 44" inches minimum in width



IFC 3104.4 Tent or Membrane Structure Certification

1. Name and address of the owners
2. Date the fabric was last treated with flame-retardant solution
3. Trade name or kind of chemical used in treatment
4. Name of person or firm treating the material
5. Name of testing agency and test standard by which the fabric was tested

IFC 3103.8.6 Fire Break. An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes and other obstructions shall be maintained on all side of all tents and membrane structures unless otherwise approved by the fire code official.

IFC 3104.2 Flame propagation performance treatment. Material must meet the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701 or shall be treated with flame retardant in an approved manner and meet the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA701 and that such flame propagation criteria are effective for the period specified by the permit.

IFC 3103.9 Anchorage required. Tents or membrane structures and other appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

IFC 3104.6 Smoking. Smoking shall not be permitted in tents or membrane structures. Approved No Smoking Signs shall be conspicuously posted at all major entrances

IFC 3104.12 Portable fire extinguishers. Portable Fire extinguishers shall be provided as required by Section 906. Having a third-party inspection and locations identified by signage.

IFC 3104.15.5 Cooking Tents. Tents with sidewalls or drops shall be separated from other tents or membrane structures by not less than 20 feet.

IFC 3104.15.6 Outdoor cooking. Outdoor cooking that produce sparks or grease-laden vapors shall not be performed within 20 feet of a Tent or Membrane Structure.

IFC 3104.16.2 LP-Location of containers. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure.

IFC 3104.16.2.1 & 3104.16.2.2 Containers. Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation of 10 feet. 500 or more 25 feet



IFC 3104.16.3 Protection and security. Portable LP-gas containers piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

IFC 3104.19 Separation of generators. Generators and other internal combustion power sources shall be separated tents or membrane structures by not less than 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.



STEP

TEMPORARY STRUCTURE WORKSHEET

1 USE and OCCUPANT LOAD FACTOR Indicate the type of use for each tent and circle in the corresponding Occupant Load Factor (OLF). Use this OLF in the appropriate space in Step 2.

TENT USE	OCCUPANT LOAD FACTOR (OLF) (Sq. ft./person)
Concentrated assembly use (chairs only, not fixed, no furniture)	7
Unconcentrated assembly use (tables and chairs)	15
Standing space only assembly use (no obstructions permitted)	5
Retail and all other uses.	30

2 OCCUPANT LOAD Enter the length and width of each tent in the spaces below. Multiply the length and width to determine the total square footage for each tent. Divide the total square footage by the OLF (Step 1) to determine the Occupant Load for each tent.

Tent 1	_____ x _____ = _____ ÷ _____ = _____
	Length Width Area OLF Occupant Load
Tent 2	_____ x _____ = _____ ÷ _____ = _____
	Length Width Area OLF Occupant Load
Tent 3	_____ x _____ = _____ ÷ _____ = _____
	Length Width Area OLF Occupant Load

3 REQUIRED EXITS Using the Occupant Load for each tent, determine the total number of exits and minimum required width for each exit utilizing the table below. **Note:** The key difference between a Tent and a Membrane Structure for exiting purposes is that a Membrane Structure utilizes traditional doors and door frames versus a simple opening or removal of a tent side wall panel.

Occupant Load (From Step 2)	Required Number of Exits	Minimum width of each exit (inches)	
		Tent	Membrane
1 – 9	1	72	36
10 – 199	2	72	36
200 – 499	3	72	72
500 – 999	4	96	72
1,000 – 1,999	5	120	96
2,000 – 2,999	6	120	96
Over 3,000*	7	120*	96*

*The total width of all exits shall not be less than the total occupant load multiplied by 0.2 inches per person. Exiting through other nearby tents is an unacceptable configuration.


4 EXITING SUMMARY Using the occupant loads calculated in Step 2, use the Table in Step 3 to determine the corresponding Required Number of Exits and Minimum Width of each Exit. Provide the summary of this information below.

Tent 1	Required Number of Exits	Width of Each Exit
Tent 2	Required Number of Exits	Width of Each Exit
Tent 3	Required Number of Exits	Width of Each Exit

5 FIRE EXTINGUISHERS Utilizing the square footage of each tent indicate the appropriate number of fire extinguishers for each tent.

Size of Tent (Sq. Ft.)	Minimum required number of fire extinguishers	Fire Extinguisher Summary	
1 - 200	1	Tent 1	Total Number of Fire Extinguishers
201 - 500	2		
201 - 1000	3		
1001 - 3000	4	Tent 2	Total Number of Fire Extinguishers
3001 - 5000	5		
5001 - 7000	6		
7001 - 9000	7	Tent 3	Total Number of Fire Extinguishers
9001 - 11000	8		
Add 1 additional 2A:10BC extinguisher for each additional 2000 sq. ft or fraction thereof.			Total Number of Fire Extinguishers

Site Plan

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	1
2																2
3																3
4																4
5																5
6																6
7																7
8																8
9																9
10																10
11																11
12																12
13																13
14																14
15																15
16																16
17	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	17
Business Name											Date					
Address																
Telephone						Fax						Page OF				 NORTH