



CITY OF ABILENE FIRE MARSHAL'S OFFICE



250 Grape St. Abilene, TX 79601 (325) 676-6434 Fax: (325) 676-6673 afdprev@abilenetx.gov

TENT INSTALLATION AND EVENT PERMIT GUIDELINES

Plan Submittal Requirements for Tent Installer

- Allow at least 10 business days to process all submittals and required permits.
- Submit a completed Fire Department permit application for tent installation.
- Provide a copy of certification from an approved testing laboratory shall be provided indicating that all structures and accessories described above are composed of flame-resistant material or have been 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.
- Labels shall be permanently affixed to all temporary membrane structures, tents or canopies bearing the identification of size and fabric or material type.
- Provide a site plan that indicates location of tent, canopy or temporary membrane structure in relation to streets, alleys, roads, property lines, buildings and vehicle parking. Temporary membrane structures, tents, canopies, air-supported, or air-inflated structures shall not be located within 20 feet of:
 - Lot lines, streets, alleys, buildings, parked vehicles or internal combustion engines.
 - Other temporary membrane structures, tents and canopies when the aggregate floor area exceeds 15,000 square feet.
 - Temporary membrane structures, tents and canopies used for cooking and other membrane structures.
 - Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices while open to the public, unless approved by Fire Prevention.
 - For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.
- Submittals will not be accepted by parties that have a credit suspension with the Abilene Finance Department.

Installation Inspection

- Contact Fire Prevention (325-676-6434) at least 24 hours in advance inspect installation of tent.
- Inspection times are normally Monday-Friday from 9:00am to 11:00am and 1:30pm to 3:00pm.
- The Abilene Fire Department does not schedule after hour inspections.
- Fire permit and Fire Department stamped drawings shall be at job site during installation.

Plan Submittal Requirements for Tent User

- Allow at least 10 business days to process all submittals and required permits.
- Submit a completed Fire Department permit application for tent use.
- Submit a floor plan indicating details of the event (layout of event), the approximate occupant load expected, and the exiting arrangement.
- List any special hazards such as vehicle displays, candles, or pyrotechnics. (These types of hazards may require additional permitting)
- Ensure a continuous and unobstructed way of exit travel from all points in the structure which provides a route to the exterior.
- Tents, air-supported, air-inflated or tensioned membrane structures and canopies may be used for a period of not to exceed 180 days.
- Combustible vegetation and waste shall be cleared from an area within 30 feet of temporary membrane structures, tents, canopies, air-supported, or air-inflated structures.
- Submittals will not be accepted by parties that have a credit suspension with the Abilene Finance Department.

General Information to Assist the Tent User

- Occupant load is determined by dividing the square footage by 15 square feet per person.
- Exits shall be spaced at approximately equal intervals around the perimeter of the structure and located such that no point is more than 100 feet from an exit.
- Exit openings from tents shall remain open unless covered by a flame-resistant curtain. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit. Curtains shall be of a color, or colors, that contrast with the color of the tent.
- Number of exits and minimum exit width shall be in accordance with the following table:

Occupant Load	Number of Exits	Tent or Canopy Exit Width (inches)	Membrane Exit Width (inches)
UP TO 199	2	72	36
200 TO 499	3	72	72
500 TO 999	4	96	72
1000 TO 1999	5	120	96
2000 TO 2999	6	120	96
OVER 3000	7	120	96

- Exit signs shall be installed at required exits when occupant load exceeds 50 and shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner:
 1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or
 2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or an on-site generator set, and the system shall be installed in accordance with the ICC Electrical Code.
- Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
- Aisles not less than 44 inches wide shall be provided from all seating areas and their width shall be progressively increased in width to provide at all points not less than one foot of aisle for each 50 persons served by such aisle at that point.
- Door swing from air-supported structures shall swing in the direction of exit travel.

Required Fire Protection & Life Safety Measures

- Post "No Smoking" signs and provide receptacle outside at each entrance.
- ABC type dry chemical fire extinguishers shall be provided as needed to maintain a maximum travel distance of 75 feet from all areas of the structure to an extinguisher. Extinguishers shall have a minimum rating of 2-A, 10-B:C.
- Hay, straw, shavings or similar combustible materials shall not be located within any tent or air-supported structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp.
- Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public and shall be stored in approved containers until removed from the premises. Combustible materials shall not be permitted under stands or seats at any time.
- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside structures while open to the public unless approved by the Fire Marshal's Office.
- Indoor cooking and heating shall comply with the *Abilene Mechanical Code* or as approved by the Fire Marshal's Office. Equipment shall be vented to the outside in an approved manner. Solid fuel equipment shall have spark arrestor installed.
- Flammable liquids are not allowed within 50 feet of structure.
- Portable LP-Gas containers of 500 gallons or less capacity are not allowed within 10 feet of the structure. Containers of more than 500 gallons capacity are not allowed within 25 feet of the structure.
- Electrical and plumbing: Temporary utility services and appliances shall be permitted, inspected and approved as required by City of Abilene Building Inspections. (325-676-6232)
- Structural stability: Structures shall be adequately roped, braced and anchored to withstand the elements.

Event Permit Inspection

- Contact Fire Prevention (325-676-6434) at least 24 hours in advance to inspect event.
- The event shall be completely set up before the fire permit will be issued.
- Inspection times are normally Monday-Friday from 9:00am to 11:00am and 1:30pm to 3:00pm.
- The Abilene Fire Department does not schedule after hour inspections.
- Fire permit and Fire Department stamped drawings shall be at job site during installation.



CITY OF ABILENE FIRE MARSHAL'S OFFICE



TENT USE PERMIT SUBMITTAL

250 Grape St. Abilene, TX 79601 (325) 676-6434 Fax: (325) 676-6673 afdprev@abilenetx.gov

Complete and return to the Abilene Fire Marshal's Office at least ten (10) working days prior to event date. At the time of application, attach all additional information required for permit review, such as floor plans, site drawings, specific details, event schedules, and/or special licenses.

Event:	Event Date(s):	
Event Location:	Address:	
Organization:	Coordinator:	
Coordinator's Phone:	Email:	
Billing Address:	Apt/Suite:	
City:	State:	Zip:

I understand all statements made herein are true and accurate to the best of my knowledge. I understand and agree to notify the City of Abilene Fire Marshal's Office of any changes in the written information in this application within five (5) working days from the date such change occurs. I have read and understand the Tent Use Submittal Guidelines. Furthermore, I agree to pay all permit fees associated with this application.

Signature:	Date:
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List any special hazards (Vehicle display, candles, pyrotechnics):

Nonprofit Agency?	YES	NO
Government Agency?	YES	NO
(Select One)		
Permit Fee: \$50.00	Enclosed: <input type="checkbox"/>	Invoice: <input type="checkbox"/>

DO NOT WRITE BELOW THIS LINE

Date Received:	Submittal Approval: Yes	No
Plans Examiner:	Date Permit Issued :	



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TENT INSTALLATION PERMIT SUBMITTAL

250 Grape St. Abilene, TX 79601 (325) 676-6434 Fax: (325) 676-6673 afdprev@abilenetx.gov

Complete and return to the Abilene Fire Marshal's Office at least ten (10) working days prior to tent installation date. At the time of application, submit a copy of tent specifications, site plan drawing, and/or special licenses.

Tent Company's Name:

Installation Date: Removal Date:

Address Where Tent is to be Installed:

Tent Company's Phone #: Email:

Billing Address: Apt/Suite:
City: State: Zip:

I understand all statements made herein are true and accurate to the best of my knowledge. I understand and agree to notify the City of Abilene Fire Marshal's Office of any changes in the written information in this application within five (5) working days from the date such change occurs. I have read and understand the Abilene Fire Marshal's Tent Installation Submittal Guidelines. Furthermore, I agree to pay all permit fees associated with this application.

Signature: Date:

Tent Type:

Tent Size (In Square Feet):

Method of Securing Tent:
(Select One)

Permit Fee: **\$50.00** Enclosed: Invoice:

DO NOT WRITE BELOW THIS LINE

Date Received: Submittal Approval: Yes No

Plans Examiner: Date Permit Issued :