

# MONARCH FIRE PROTECTION DISTRICT



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## TENT AND TEMPORARY COOKING PERMIT APPLICATION INSTRUCTIONS

**Individuals, companies or organizations seeking a permit for a temporary tent structure must complete the "TENT PERMIT APPLICATION." The entire application must be completed and submitted with all required documentation. Spaces not applicable to your event should be marked "N/A". Incomplete applications or documentations will delay or prohibit approval of your event.**

### SUBMITTAL REQUIREMENTS FOR TENTS GREATER THAN 400 SF AND CANOPIES GREATER THAN 700 SF AND ALL TEMPORARY COOKING OPERATIONS (REGARDLESS OF SIZE)

Your permit cannot be issued without all the items below:

**SITE PLAN:** Provide a site plan showing the following:

1. Location of all tents and cooking operations and the distances from lot lines, buildings, and other tents.  
**20-foot clearance** (including support ropes and guy wires) required on all sides from buildings, lot lines, other tents, generators, parking, etc. for tent and membrane structures up to 15,000 sq. ft. (aggregate)  
**50-foot clearance** required for tent and membrane structures greater than 15,000 sq. ft.
2. Location of all fire lanes and fire access roads
3. Minimum 12-foot wide fire break, passageway or fire road on all sides of the tent/canopy.

**FLOOR PLAN:** Provide a floor plan for all tents and canopies showing the following:

1. Location and details of means of egress, including a) location and size of exit aisles and passageways, b) exit doors, c) exit signs and d) emergency lighting.
2. Arrangement and capacity of seating
3. Location of stages or platforms
4. Location and type of cooking equipment, heating equipment and electrical equipment
5. Clearance of at least 3 feet between tent fabric and contents
6. Location of trash cans (required to be metal with metal lids)
7. Location of fire extinguishers (minimum 2A rated fire extinguishers located at least 2 remote exits.

**TEST CERTIFICATE:** Provide certificate(s) from an approval testing laboratory certifying that the following items have been treated and meet the requirements for flame resistance in accordance with NFPA 701:

1. Tent fabric (including top, sides, and drops)
2. Tarpaulins
3. Combustible decorative materials including: Floor coverings (including sawdust), Bunting, Etc.

**OWNER CERTIFICATE:** Provide an affidavit, and retain a copy on the premises where the tent is located, attesting to the following:

1. Name and address of the tent owner
2. Date the fabric was last treated with flame-resistant 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

All applications for tents will be reviewed and approved by the Monarch Fire Prevention Bureau for compliance with Ordinance No. 31, The Fire Prevention Code of the Monarch Fire Protection District, which adopts portions of the International Fire Code/2009, NFPA 1123, NFPA 1124, and NFPA 1126.

**\*\*\*\*A separate permit is required for each vendor or organization utilizing tents \*\*\*\***