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Outdoor Tent Permit Requirements

A tent is a structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. A tent permit is required when tents or membrane structures exceed an area over 750 square feet. Exceptions to this are:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides which comply with all of the following:
 - Individual tents having a maximum size of 750 square feet.
 - The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 750 square feet total.
 - A minimum clearance of 12 feet to all structures and other tents.

GENERAL REQUIRMENTS:

1. A tent or canopy is limited to not more than 180 days within a 12 month period.
2. Tents and canopies shall not be located within 20' of lot lines, buildings, other tents or canopies.
3. Provide documentation that the structure is flame retardant.
4. No combustible material such as hay, straw, shavings, sawdust, or similar material.
5. The occupant load shall be assigned by the Fire Code Official in accordance with the anticipated use.
6. The Fire Code Official may require the posting of occupant loads in areas of assembly.
7. Must provide and maintain one 2A10BC fire extinguisher by each EXIT.
8. Fire extinguishers must be visible and the top no higher than 5 feet off the floor.
9. No smoking signs shall be posted.
10. No open flame inside or within 20' of the tent. (Except by approval of the Fire Marshal)
11. No parking of vehicles is allowed within 20' of the tent.
12. Any vehicles displayed inside a tent must comply with the same permit requirements as for displaying vehicles inside a building.
13. Flammable and combustible liquids are not allowed.
14. Firewatch-Standby personnel may be required by the Fire Marshal.

SEATING:

1. The common path of egress travel shall not exceed 30 feet from any seat in the exit access.
2. The minimum aisle access width between the front of one row of chairs and the back of the next row shall be 12 inches for rows of up to 14 chairs, and that distance increases if there are more than 14 chairs per continuous row. The

minimum clear width of 12 inches between rows shall be increased by 0.3 inches for every additional seat beyond 14 seats, but the minimum clear width is not required to exceed 22 inches. Aisles between rows of chairs shall be a minimum of 48 inches.

3. When greater than 200 seats are assembled in one area the seats shall be either fastened to the floor or fastened together (bonded) in groups of not less than three.
4. Square banquet tables shall be spaced a minimum of 31 inches apart when seating on one side and 50 inches when seating on both sides. Round banquet tables shall be spaced no less than 6 feet from table edge to table edge.

EXITS:

1. Exit openings will be a minimum width of 6’ and a height of 6’8”.
2. Guy wires/ropes and other support members must not cross any entrance or exit at a height lower than 8 feet.
3. The maximum exit travel will be no more than 100’ to an exit
4. Centered above EACH marked “EXIT”, there must be an electrically powered, battery back-up exit sign with two emergency lights. NOTE: PLUG IN EXIT SIGNS A FEW HOURS BEFORE EVENT TO CHARGE THE BATTERIES.
5. Exit must remain open while occupied UNLESS covered by a flame retardant curtain which:
 - Is free-sliding on a metal support which is a minimum of 80” above the floor level at the exit
 - Parts in the middle of the exit
 - Is installed so that, when open, no part of the curtain shall obstruct the exit.
 - Is a color, or colors, that contrast with the color of the tent.
 - Is not tied or fastened closed during event hours.
 - Exit doors shall swing in the direction of exit travel.
 - Minimum exit width is 6 feet. As the size of the tent increases, the exit width increases.

10-199 people.....	two exits.....	exit width 72”
200-499 people.....	three exits.....	exit width 72”
500-999 people.....	four exits.....	exit width 96”
1,000-1,999 people.....	five exits.....	exit width 120”

COOKING:

Cooking includes the use of open flame cooking tops, fryers, skillets, WOKS, microwaves, ovens, barbeques, warming trays using open flame, and other specialty cookware. Cooking equipment shall be installed and utilized in accordance to manufacturer’s listing.

1. All food concession stands/booths shall have at **least one exit** for employee use that is a minimum 10 feet from cooking equipment, and approved by the Fire Code Official.
2. Food concession stands/booths and tents shall not be located within 20 feet of amusement rides or devices. Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet of a tent not used for cooking.
3. Each food concession stand/booths where cooking is being conducted, indoors or outdoors, shall provide the following:
 - A readily accessible 4A-40BC rated fire extinguisher. Additional fire extinguishers of the same type and rating may be required to ensure that no employee will have to travel more than 30 feet to obtain a fire extinguisher.
 - A portable fire extinguisher having a “**K**” rating is required in any food concession stand/booth indoors or outdoors where cooking appliances produce grease or smoke laden vapors.
 - When deep fat frying with a liquid of more than ¼ inch, a metal lid (or hard lid made from fire resistive material) that covers the entire cooking area shall be readily available.

LPG TANKS:

1. The storage and use of liquefied petroleum (LPG) is prohibited inside all buildings, food concessions stands/booths, or tents. **Exception:** When approved by the Fire Code Official, not more than three 5-gallon (20 lbs) LPG tanks are permitted where tent walls or other barriers are not used.
2. All LPG tanks shall be located on the exterior of buildings, stands/booths, or tents.
3. Tanks must be secured to prevent from being knocked over and safety release valves must point away from the tent.
4. LPG tanks shall be a minimum of 10 feet from exits, combustible vegetation and trash containers.
5. LPG tanks shall be located so they are not in contact with direct flame, high heat situations, or sparks. A clearance of no less than 20 feet is required between potential ignition sources and LPG tanks. The use of propane is prohibited in any basement environment.

HEATING:

Heating equipment includes electric or fuel burning appliances, portable or permanent heating devices, and heating devices which have elements, open flames, or concealed elements. Heating equipment shall be as follows:

1. All chimney pipes and venting appliances shall be protected to prevent burn injury and shall be maintained no less than 12 inches from combustible material or structures so as to not create a fire hazard.

2. Heating equipment shall be installed in accordance with the Oregon Electrical Specialty Code or the Oregon Mechanical Specialty Code and utilized per its listing.
3. Clearance from the appliance(s) to other combustibles shall be in accordance with the manufacturer's installation instructions. If no manufacturer details are available clearance requirements shall be maintained at no less than 36 inches.
4. Portable space heaters that produce open or exposed flames are prohibited from use in tents, booth, or similar settings. The Fire Code Official may waive this requirement on case-by-case basis.
5. Patio/umbrella type heaters (gas or electric) are allowed for outside venues as long as they maintain clearance from combustibles per listing and are secured to prevent tipping. The Fire Code Official may allow these heaters in open air indoor environments on case-by-case basis.
6. A propane heater unit may be placed outside the tent and ducted to the inside of the tent.
7. Duct cannot be placed in any required exit or exit path.

ELECTRICAL:

All electrical equipment shall comply with the following:

1. All electrical equipment shall be listed or labeled and used in accordance with the listing or labeling instructions from the manufacturer.
2. Electrical wiring, devices, appliances and other equipment shall be ONLY used if in good working condition. Modified or damaged equipment shall NOT be used.
3. Open junction boxes and open-wiring splices shall be PROHIBITED. Approved covers shall be provided for all switch and electrical outlet boxes.
4. Outdoor public spaces or potentially wet environments shall have Ground Fault Circuit Interrupters (GFCI) installed in permanent wiring circuits. When NO GFCI are installed on permanent wiring circuits, removable GFCI cords or GFCI power taps shall be used.
5. A minimum working space of 30 inches wide and 36 inches deep and 78 inches high shall be provided in front of all electrical equipment (electrical panels). NO storage of any material shall be located within the working space.

FENCED EVENTS, BEER GARDENS AND CONCERTS:

1. Fenced areas with an occupant load of more than 50 people require at least two exits. Additional exits may be required depending on the occupant load.
2. Exits shall not be chained or locked and easily open from the inside fenced area.
3. Exits shall be marked with an exit sign.
4. Egress and emergency lighting may be required at night or after sunset.
5. Exit doors/gates shall swing in the direction of egress travel.

SITE AND TENT LAYOUT PLAN:

If the tent meets the specifications, both a site plan and a detailed floor plan of the tent must be submitted with the permit and must contain:

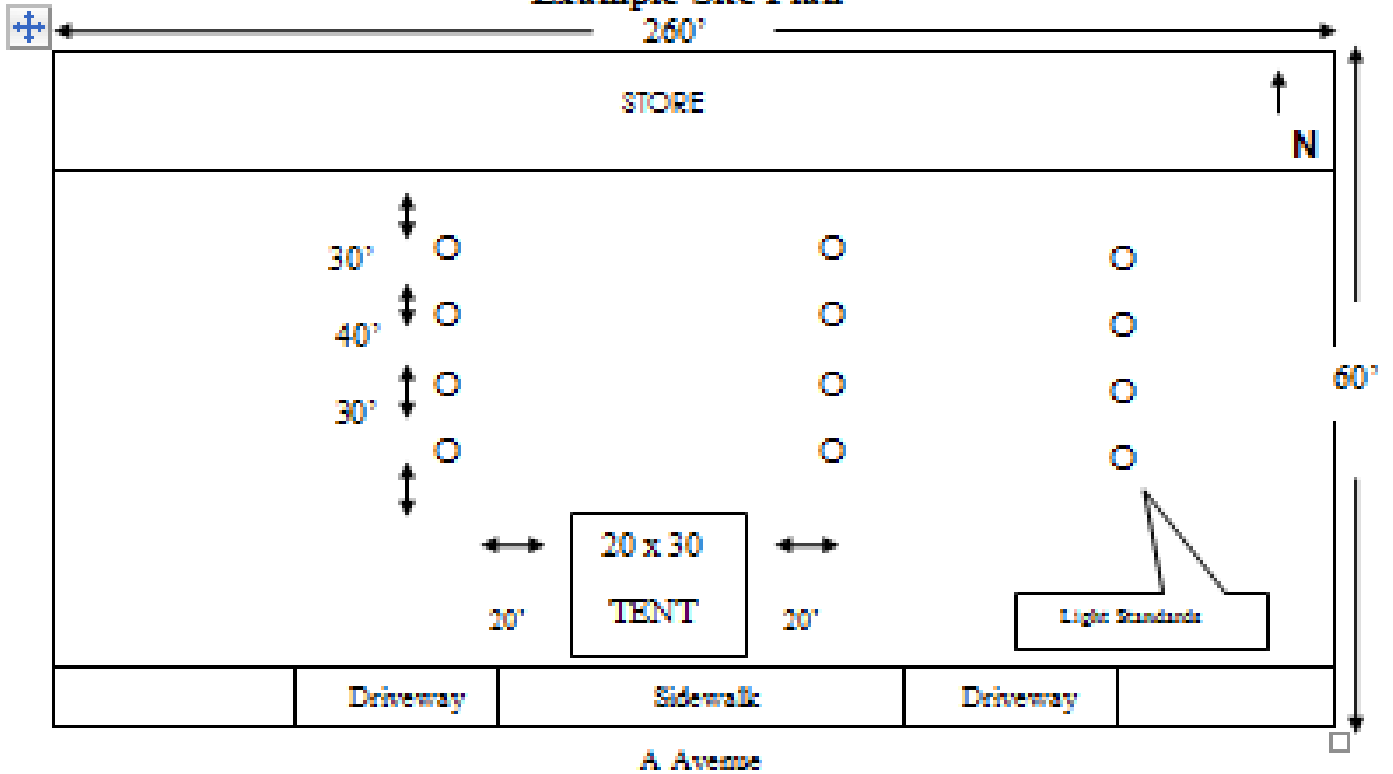
Site Plan

- North arrow
- Lot dimensions, showing setbacks from the tent/canopy to other structures, light standards, and/or right of ways
- Show driveways and sidewalks
- No vehicle parking within 20 feet of tent/canopy
- Location of LPG and/or compressed gas cylinders
- Location of dumpsters and receptacles

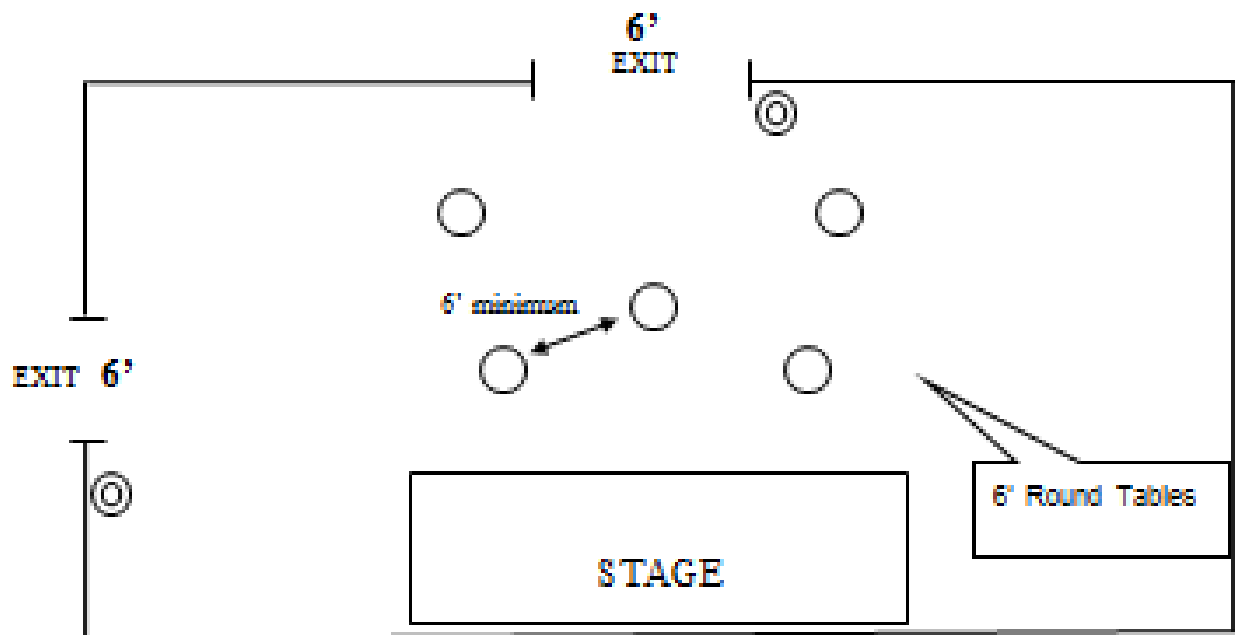
Tent Layout Plan

- Tent footprint, indicate size of tent/canopy
- Layout of items in tent, i.e.: exit aisles and width, tables, chairs, stages, etc.
- Exit locations clearly marked
- Entrance and exit widths shall be a minimum of 6 feet. A minimum of two exits are required, more as the tent size increases
- Method of bonding chairs if required

Example Site Plan



Example Tent Layout



⊙ Fire extinguisher

