



Office of the Fire Marshal

Tent Permit Request

Submission Date _____

Event: _____

Event Date: _____

Location: _____

Time: _____

Sponsored by: _____

Request Submitted by: _____

Contact # _____

Email: _____

According to the International Fire Code and the University of South Alabama’s guidelines, all tents and canopies must be permitted. This applies to all tents larger than 12 x 12, or over 400 sq. ft.

Tent Size(s) _____

Is a Dig Permit required as per USAs Tent Guidelines for this tent? (If tent stakes utilized)

Yes___ No___

Additional Comments

Commercial

The information provided in this section(s) is for your use and will be completed by the AHJ prior to the event.

___ A Certificate of Flame Resistant or other approval by testing as evidence of the required fire resistance. Tent and canopy must be erected in accordance with manufacturer recommendations, industry standards, and code requirements.

___ Tents with sides attached with capability of being enclosed must meet these requirements even if it is intended to remain open during the event.

___ Exits are based on the occupancy capacity and must have a minimum width of 36 inches and the exit height of not less than 7 feet. Guy ropes must not cross an exit. Occupant Load of 10-199 shall have 2 means of egress.

___ Tents or membrane structure shall not be located within 10 feet of lot lines, buildings or tents or membrane structures, parked vehicles or internal combustion engines.

___ Open flame cooking within a tent is prohibited.

___ When multiple tents are used, an unobstructed fire break passageway not less than 10 ft. wide and free from guy ropes and obstructions shall be maintained on all sides of all tents.

___ Fire extinguisher (dry chemical, ABC) is required and shall be mounted as to be easily seen.

___ Smoking is prohibited in any campus environment.

___ Any electrical components utilized within the tent is subject to approval by the Fire Marshal and/or the department of Safety and Environmental Compliance.

___ Wind/weather conditions shall be monitored the day of the event. Rating of the structure per the manufacturer.



Safety and Environmental Compliance / Fire Marshal

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