



# Summit Fire & EMS Tent and Canopy Permits



Tent and canopy permits may be obtained at the Summit Fire & EMS office at 0035 County Shops Road in Frisco. Permit applications are available Monday-Friday from 8 a.m. to 5 p.m.

Once you have received a permit and are ready to request a final inspection of your tent or canopy, call our Inspection Request Line at least 48 hours in advance for a final inspection.

**Inspection Request Line (970) 262-5215**

Our inspectors will accommodate your request as quickly as possible.

A basic tent permit fee is \$200. Other factors may affect that permit fee.



# Summit Fire & EMS Permit Checklist

Yes	Item to Verify	Yes	Items to Verify
<input type="checkbox"/>	<b>Permits:</b> All drawings and necessary requirements submitted for <b>prior</b> approval if the tent has an area in excess of 200 square feet.	<input type="checkbox"/>	<b>Heating and Cooking Equipment:</b> Are heating and cooking appliances located at least 20 feet from a tent or temporary structure?
<input type="checkbox"/>	<b>Location:</b> Are the tents at least 20 feet away from buildings, parked vehicles, lot lines, or internal combustion engines?	<input type="checkbox"/>	<b>LP gas (Propane):</b> Are gas containers located 5 feet outside of tent or canopy and properly secured?
<input type="checkbox"/>	<b>Fire Department Access:</b> Does the entrance have unobstructed fire truck access that is 20 feet wide and 13 feet 6 inches in height to the tent or canopy from the road leading to the tent site?	<input type="checkbox"/>	<b>Combustible Waste Material:</b> The floor surface insides tents or membrane structures and the grounds outside and within a 30 foot perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard.
<input type="checkbox"/>	<b>Smoking:</b> Are no smoking signs posted inside and outside in conspicuous places?	<input type="checkbox"/>	<b>Egress Illumination:</b> Is Egress illumination provided and backup power?
<input type="checkbox"/>	<b>Exits:</b> Are the required number of exits spaced at approximately equal intervals around the perimeter of the tent?	<input type="checkbox"/>	<b>Generators:</b> Are the generators 20 feet away from any combustible materials and isolated from the public?
<input type="checkbox"/>	<b>Exit openings from tents:</b> Are exits open and uncovered? If not, only approved flame-resistant curtains shall be used over openings.	<input type="checkbox"/>	<b>Crowd Managers:</b> In events that involve a gathering of 500 people or more, do you have trained crowd managers?
<input type="checkbox"/>	<b>Aisle:</b> Are aisles at least 44 inches wide?	<input type="checkbox"/>	<b>Cooking Tents:</b> Tents with sidewalls or drops where cooking if performed, is it not less than 20 feet away from other tents or membrane structures?
<input type="checkbox"/>	<b>Certification:</b> Has the tent or canopy fabric been treated for flame resistance by Test Method 2 of NFPA 701?	<input type="checkbox"/>	<b>Portable Fire extinguishers:</b> Are Fire Extinguishers that are at least 2A:10 B:C provided as required by Section 906?
<input type="checkbox"/>	<b>Exit Signs:</b> When there 50 or more people, are the illuminated exit signs clearly marked and installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress?	<input type="checkbox"/>	<b>Inspections:</b> Has the permitted requested an inspection by calling the inspection Request Line at 970-262-5215?



FIRE & EMS

# Summit Fire & EMS Guidelines

## TENTS AND CANOPIES

The following is basic information on the most common fire code permit requirements for tents, canopies, and temporary membrane structures. There are other requirements that may be enforced, depending on the type of activity being conducted; therefore, it is critical that the Community Risk Division of Summit Fire & EMS be contacted prior to the placement of the “structure.”

**NOTE:** When the word “structure” is used in the following, it includes tents, canopies, or temporary membrane structures.

### Permit

A revocable fire permit from Summit Fire & EMS is required prior to the assembly of tents, canopies, and temporary membrane structures (more than 200 square feet).

The applicant must submit for approval a detailed drawing of the structure, its layout, location, separations from other structures and the permit application. The permit fee is required at the time of submittal along with the plans. Permit hours are Monday through Friday from 8 a.m. to 5 p.m., at 0035 County Shops Road in Frisco. When the submittal has been approved, you may pick up your set of approved plans. Only after the permit card and approved plans have been issued may setup begin. Permit must be on the premises at all times.

**An application for a permit shall consist of the following properly completed documents:**

- **Permit Application**
- **Site Map**
- **Tent Flame-resistant Certification**

The permit for the use of tents or temporary membrane structures on a single premise may not exceed a period of 180 days within a 12-month period. Tents or temporary structures must be removed prior to the expiration date documented on the permit.

## *Definitions*

### Tent

A tent is a temporary structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents in products.



### Canopy

A canopy is a temporary structure, rigid construction over which a covering is attached that provides weather protection and may be structurally independent or supported by attachment to a building on one end.



### Membrane Structure

A membrane structure is an air-inflated, air-supported, or frame-covered structure as defined by the building code.





# Summit Fire & EMS Guidelines

## ***Inspections***

An inspector for the Summit Fire & EMS will conduct an inspection prior to the tent being accessible to the public. Inspections are scheduled by calling **(970) 262-5215** at least **48 hours** in advance and making an appointment. Inspection scheduling is subject to personnel availability. The

Permittee must be on site at the time of any required inspection. Upon the inspector's arrival, the structure shall be completely erected and compliant with all applicable code requirements. A copy of the application, certifications, site plan and permit shall be available for the inspector.

## ***Location and separations***

Tents shall not be located within 20 feet of property lines, buildings, other tents, parked vehicles, or other internal combustion engines. Support ropes and guy wires are considered to be part of the structure when determining required separations.

Multiple tents may be connected or adjacent to each other provided the entire tent assembly is provided with sufficient exits to meet both the individual tent requirements and as a single large tent. Exiting from one tent into or through an adjacent tent is not an acceptable configuration.

## ***Flame retardant***

A label shall be permanently affixed to the structure identifying the flame-retardant properties of the material.

## ***Open Flame***

If the use of open flame devices is desired, cooking devices using "sterno" type flame sources, it must be specifically requested and plans submitted at the time of permit application.

## ***No smoking***

"No smoking" signs shall be posted.

## ***Occupant load***

Please call Summit Fire & EMS for assistance in determining your occupant load factor.

## ***Exits***

The minimum number of exits shall be as follows:

Capacity	# of Exits	Min Exit Width (Inches)
10 to 199	2	72
200 to 499	3	72
500 to 999	4	96
1,000—1,999	5	120

## ***Construction documents***

A detailed site and floor plan for tents or membrane structures shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating, location, type of heating and electrical equipment.

## ***Special event***

Temporary special event structures in excess of 200 sq. feet shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the fire code official and the building official.



# Summit Fire & EMS Guidelines

## ***Exit covers***

Openings in the structure shall remain open unless covered by a flame-retardant curtain. Curtains are to be free sliding on a metal support, and when open, shall not obstruct the exit width. Curtains shall be a color that contrasts with the tent.

## ***Aisles***

The minimum width of any aisle is 44 inches.

## ***Maintenance of exits***

The required clear width of all exits, aisles, and passageways to a public way shall be maintained from any obstacles at all times. Support ropes, guy wires and other support members shall not cross a means of egress at a height of less than eight feet over the entire clear width of the exit.

## ***Exit signs***

An exit sign shall be provided for each exit when the occupant load of *50 or more*. The exit signs shall be of an approved self-luminous type or shall be supplied with power from two separate electrical circuits. Occupant loads more than 300 will require two separate sources of power, one of which shall be powered by an approved emergency system.

## ***Exit illumination***

Exits shall be illuminated with light having an intensity of not less than one foot-candle at floor level. The only practical way to enforce this section is to ensure that all exits have sufficient illumination to clearly identify the exits and the exit paths.

## ***Portable fire extinguishers***

Fire extinguishers and other fire-protection appliances shall be provided in every tent, canopy, and temporary membrane structure. Fire extinguishers may not be removed from adjacent businesses to provide protection for the tent. At least one fire extinguisher rate at 2A:10-BC, shall be mounted conspicuously near exits.

## ***For use where hazards are present***

At least one 40B:C rated fire extinguisher shall be provided for each kitchen, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed. Fire extinguishers shall be located no closer than ten feet to a hazard and no further than 50 feet from the hazard.

## ***Heating and cooking equipment***

Heating and cooking equipment is not allowed within 20 feet of the structure unless it is vented to the outside by an approved means. The installation of heating and cooking equipment shall not be within 10 feet of exits. LP gas cylinders shall not be stored or used inside or within five feet of the tent. Cylinders shall be secured in a manner to prevent them from falling or being knocked over.

## ***Housekeeping***

Weeds and other combustible vegetation shall be removed from within 30 feet of the tent area. Hay, straw, trash, and other combustible materials shall not be stored within 30 feet of the tent. The floor surface inside, including the grounds adjacent to or within 30 feet outside of tents, canopies, and temporary membrane structures, shall be kept free of combustible waste. Such waste shall be stored in approved containers until removed from the premises.



# Summit Fire & EMS Canopy Weight Guideline

Most accidents at events involve canopies. **It is your responsibility to minimize the risk.** There are two general rules regarding canopies which all participants need to remember:

- **Your canopy shall be fully secured before setting up anything else.**
- **Be sure that your method of securing your canopy to the ground does not create an additional hazard. Use approved straps to secure canopy weights.**

## Weights

Summit County has unpredictable weather, and often strong, gusty winds. While participants use canopies to shield themselves from the rain and sun, our region's winds can turn your canopies into deadly missiles with one unexpected gust.

**All participants must have their own weights**, with a minimum of 40 pounds, per tent leg and roof. Gallon water jugs and single bricks are not safe. A gallon of water weighs only eight pounds and a single brick, weighing in at three pounds. PVC pipe filled with concrete or tent weight sandbags are safe ways to weigh down your tents.

Setup and breakdown periods are when canopies consistently prove to be most vulnerable to the wind. You must be sure to completely secure your canopy as soon as you set it up, and take down your canopy as soon as you remove your weights at the end of the day.

**DO NOT** let yourself be interrupted by **ANYTHING** in the middle of this process, as a half-secured canopy is as dangerous, if not more dangerous, than an unsecured canopy.



## What is APPROVED

### PVC Pipe Filled with Concrete (40-50 pounds per leg)

The PVC pipe filled with cement hangs on the inside of the canopy pole, and it has rounded edges. Pipe must be **secured to roof and to canopy leg separately.**

## How to Build It Yourself

Use 4 inch ID PVC pipe cut 36 inches long or longer, purchase two end caps for each section along with a long eyebolt and nut. Drill a hole in one of the end caps just large enough to allow the bolt end of the eyebolt to go through it. Using an adhesive for PVC pipe, seal one end with the undrilled cap.

Mix at least 40 lbs. of dry concrete, such as quickcrete, with water and pour into the tube. Insert the bolt through the hole in the cap and tighten a nut onto the bolt inside the cap. Secure the cap to the pipe with PVC adhesive. Use tie-down straps that allow you to adjust the height for your weights. This keeps the weight tension tight. Only use approved tie down straps to secure the weights to the canopy.

## WHAT IS APPROVED (continued) EZ - Up Sand Bags or Similar (40 pounds per leg)



Each weight bag holds up to 40 pounds of sand (which you provide) and attaches to legs and roof structure. Remember to use the large size bags and fill them completely.

## What is NOT Allowed

- **One gallon water jugs** weighing 8 pounds each are far short of the required 40 lbs. per leg.
- **Larger water jugs that do not have handles molded as part of the body.**
- **Concrete blocks – cannot be secured adequately to canopy legs and do not weigh enough.**
- **Coolers, bags of ice, water jugs from which water or product is removed.**
- **Loose weightlifting plates – cannot be secured to legs and roof properly.**
- **Dumbbells – cannot be secured properly to canopy legs.**
- **Merchandise Racks – do not weigh enough when product is removed.**
- **Stakes in the ground.**

## How to Secure Weights

**WEIGHTS MUST BE SECURED TO CANOPY ROOF AND TO CANOPY LEG SEPARATELY WITH THE FOLLOWING METHODS:**

**Nylon ratchet straps**

**High quality rope – light-duty cord is not allowed.**

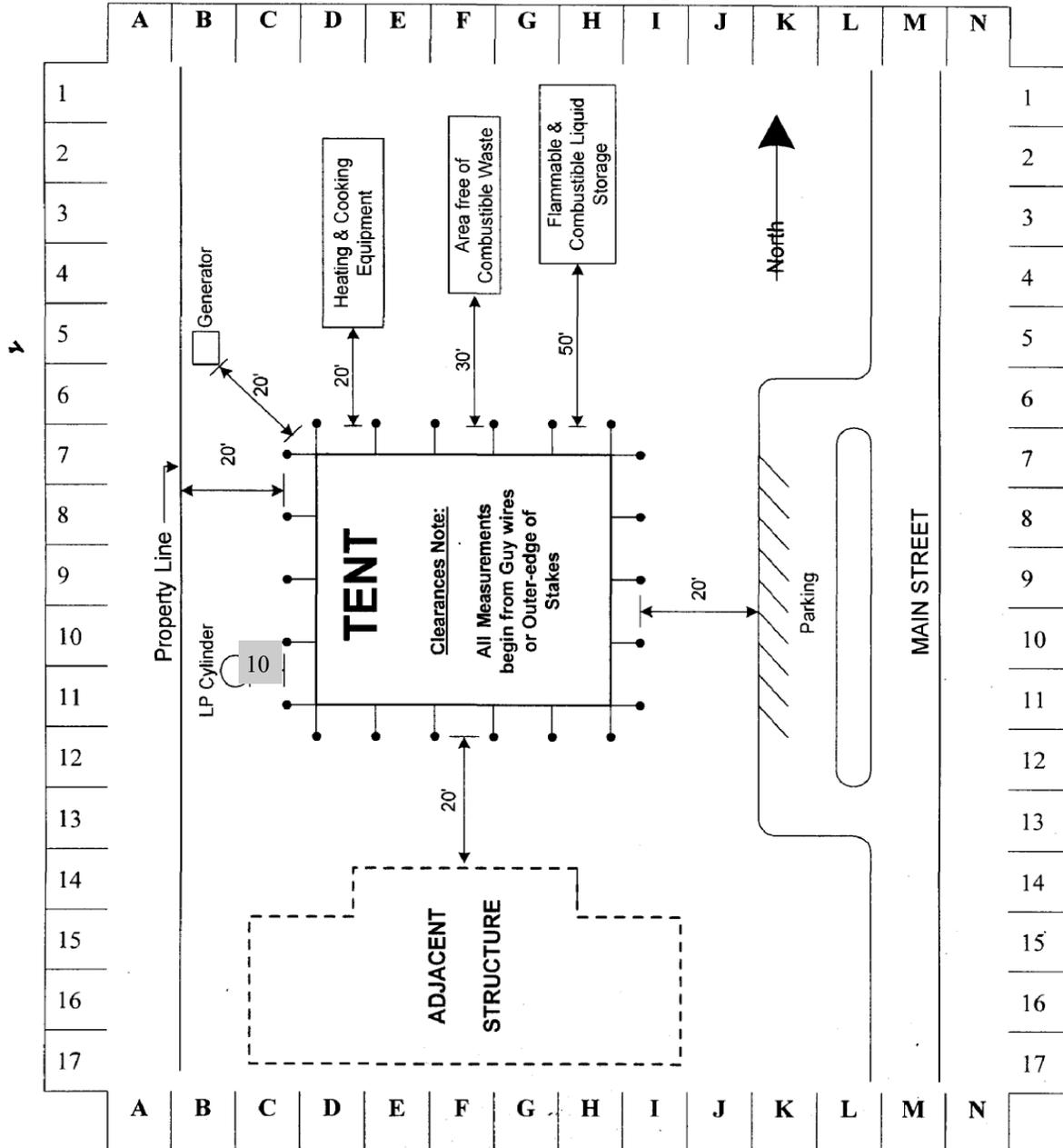
**Factory-supplied pins (weight bags come with these).**

**Note: Bungees and rubber straps are not allowed!**  
**\*Alternative materials and methods may be approved on a case-by-case basis. Requests must be submitted to Summit Fire & EMS.**



# Summit Fire & EMS Tent Permit Example

**TENT SITE MAP - SAMPLE**



BUSINESS:	Tents - R - Us America	DATE:	08/28/00
ADDRESS:	123 Main Street, Colorado Springs, CO	PAGE	<u>1</u> OF <u>1</u>