

**USER GUIDE
FOR
TENTS, CANOPIES AND OTHER MEMBRANE STRUCTURES**

Section 1 – Design Provisions

Design Approval Required by Code Officials if:

- Tents & Membrane Structures > 200 sq. ft.
- Canopies > 400 sq. ft.

- Exceptions:
 - Fabric canopies open on all sides which comply with the following:
 - (a) Individual canopies of a maximum of 700 sq. ft.
 - (b) Multiple canopies placed side by side without a fire break of 12 feet, not exceeding 700 sq. ft. total.
 - (c) Minimum clearance of 12 feet to all other structures or other tents.

Use Period:

- Maximum 180 days within a 12 month period on a single premise.

Construction Documents:

- For occupant load of 50 or more persons.
- Detailed site & floor plan (drawn to scale)
- Location and type of heating and electrical equipment.

Inspections:

- Permitted party responsible for inspection.
- Regular intervals, not less than two times per use period.
- Owner or agent to ensure installation is maintained in accordance with these rules.
- Inspection Reports – when required by the Code Official-shall be provided relating to maintenance, anchors and fabric.

Access, Location and Parking:

- Fire Apparatus access shall be provided and maintained per Code official.
- Fire Extinguishers must be located at every tent exit.
- Surge protectors – no extension cords of any kind.
- Shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.