

Upper Makefield Township
Department of Planning & Zoning

Event Tent / Temporary Structure

General Information

Traffic:

- Traffic management and parking on the street for the event must be coordinated with the Upper Makefield Township Police Department.

Required Forms and Submissions

- ☐ **Temporary Structure Application** to include contact number for Tent Installer.
- ☐ **Plot Plan** to show placement of the Tent / Temp Structure in relation to dwelling, property lines, 10 foot clear barrier free of combustibles.
- ☐ **Impervious Space Calculations**
- ☐ **Bucks County Department of Health** approval of occupancy limit.
- ☐ **Event Tent: Fire Marshal** application and checklist (see below).
- ☐ **Insurance.** Upper Makefield Township must be listed as “Certificate Holder” on a current Certificate of Insurance for the tent provider.

If the property owner is doing the work, please provide a copy of the homeowner’s liability insurance. An exemption form will need to be signed and notarized if the homeowner is doing the work or if the contractor is exempt from needing Worker’s Compensation.

- ☐ **Tent Fire Certification Certificates**
- ☐ **Mechanical Application** if Generator, Heater, or Air Conditioning.

TENTS FOR COMMERCIAL USE (RESTAURANT, RETAIL, ETC.)

- ☐ **Business Occupancy Use Application**
- ☐ **Electrical Application** if permanent electrical to be installed.
- ☐ **Plumbing Application** for permanent install.
- ☐ **Bucks County Department of Health Approvals.**

TEMPORARY TENT & MEMBRANE STRUCTURE GUIDELINES

This form is intended as a guide and is not intended be a complete list of the requirements for proper installation and use in accordance with the International Fire Code (IFC) 2015 Edition, Chapter 31 (Tents and Other Membrane Structures).

Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining approval from the fire code official.

It is the responsibility of the individual requesting this permit to follow the requirements set forth on the checklist and Chapter 31 of the International Fire Code.

CHECKLIST:

Tents without Sides

- ☐ Contractor licensed
- ☐ A detailed site plan
- ☐ No smoking sign locations (required throughout the tent)
- ☐ Provide flame certifications for all portions of the tents
- ☐ Locations of fire extinguishers (required throughout the tent)
- ☐ Tents shall not impede a fire department access road. Access road must maintain a clear width of 20 feet.
- ☐ Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
- ☐ Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent or membrane structure.
- ☐ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official.
- ☐ Approved barrier protection may be required to be installed around the exterior of the tent to deter potential vehicular impacts.

Tents with Sides (1 or more side panels)

- ☐ Contractor licensed
- ☐ A detailed site plan and floor plan including the locations of the following: illuminated exit signs, emergency lighting, sizes of emergency exits (all exits shall be remote from each other), widths of all aisle ways, locations of tables, chairs, stages, generators, etc.
- ☐ No smoking sign locations (required throughout the tent)
- ☐ Provide flame certifications for all portions of the tents
- ☐ Locations of fire extinguishers (required throughout the tent)

- ☐ Location of illuminated exit signs (required at each exit)
- ☐ Location of emergency lighting (required throughout the tent)
- ☐ Generators and other combustion power sources shall be separated from the tent and membrane structure by not less than 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.
- ☐ Tents shall not impede a fire department access road. Access road must maintain a clear width of 20 feet.
- ☐ Tents or membrane structure and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
- ☐ Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent or membrane structure.
- ☐ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official.
- ☐ Approved barrier protection maybe required to be installed around the exterior of the tent to deter potential vehicular impacts.
- ☐ Exits shall be clearly marked to indicate the direction of egress when the exit serves an occupant load for 50 or more.

IFC Table 3103.12.2 – Minimum Number of Means of Egress

Occupant Load	Minimum number of means of egress	Minimum width of each means of egress (inches)	Minimum width of each means of egress (inches)
		<i>Tent</i>	<i>Membrane Structure</i>
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

- ☐ Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public.
- ☐ Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- ☐ Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet.
- ☐ Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent or membrane structure.
- ☐ The interior of the tent or membrane structure and the exterior grounds within a 30 foot perimeter shall be kept free of combustible waste and other combustible material that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premise.

FIRE MARSHAL APPLICATION FOR TEMPORARY TENT OR MEMBRANE STRUCTURE

Permit Number: _____ Date Issued: _____

APPLICANT INFORMATION

Contact Name: _____

Phone Number: _____ Email Address: _____

CONTRACTOR INFORMATION

Contractor Name: _____ BTFR License #: _____

Address: _____

Phone Number: _____ Email Address: _____

TENT INFORMATION

Location/Address of Tent: _____

Date(s) of Event: _____

Purpose/Use of Tent: _____

Number of Tents and
Square Feet of Each Tent: _____

Sides on Tent: ☐ Yes ☐ No (If yes, see additional requirements)

Installation Date: _____ Requested Inspection Date: _____

REQUIRED DOCUMENTS/INFORMATION

- ☐ Detailed Site Plan & Interior Layout
- ☐ Flame Certifications for all sections of tent including sides
 - Tents or membrane structures erected for greater than 30 days may require additional building permits.
 - Must comply with the International Fire & Building Codes.
 - Zoning Approval is Required

PLEASE INITIAL TO ACKNOWLEDGE THE FOLLOWING:

_____ I have read the Temporary Tent and Membrane Structure Checklist / Guide and meet all requirements of the code(s) listed.

_____ I understand that I am responsible for code violations and any resulting penalties that may occur as a result of erecting a temporary tent or membrane structure.

Applicant's Print Name

Applicant's Signature

Date

OFFICE USE ONLY – PERMIT REVIEW

Fire Marshal Official: _____ Date: _____ Application Fee: _____