

**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**
- 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.
- Fire Marshal** approval based on the fire safety guidelines below and inspection prior to the event.
- Insurance.** Upper Makefield Township must be listed as “Certificate Holder” on a current Certificate of Insurance for the tent provider.

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**OFFICE OF THE FIRE MARSHAL**

**GUIDELINES FOR COMMERCIAL AND PARTY TENTS**

Below you will find a general synopsis of guidelines and code requirements relative to installing and maintaining a temporary tent structure here in Upper Makefield Township. The safety of your family members, guests, customers and staff is our primary and highest concern.

- All tents and temporary structures must be pre-approved by the Department of Planning & Zoning as well as the Fire Marshal
- Contact the township at 215-968-3340 to initiate the review and approval process
- Tents must not block fire department access
- Tent material must have a Class-A Flame Rating and tagged by an accredited testing agency
- Smoking within the tent is prohibited and “No Smoking” signs must be posted
- All heating equipment used within the tent must be listed for that use and all containers for LP gas need to be a minimum of 5 feet from the tent
- Fire extinguishers are required to be mounted within the tent as directed by the authority having jurisdiction
- A 10’ clear barrier must be maintained around the tent free of combustible material
- All exits must be clearly marked

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- The tent occupancy load needs to be approved by the authority having jurisdiction in accordance with established Bucks County Department of Health calculations (see below)
- Tents are permitted to be used only on a temporary basis
- Commercial tents must comply with the **Bucks County Department of Health Tent Use Approval (office 215-345-3319)** as summarized below
- Tent must have a minimum of 2-sides completely open to be considered an outdoor space and they must be completely opposite each other
- Customers must still socially distance at 6-feet and seating should be arranged to provide enough access for walk through areas
- Occupancy for a tent that is considered an outdoor space is limited to the number of customers it can socially distance at 6-feet apart
- If a tent has more than two sides down it is considered an indoor space
- At this point indoor spaces are state required to limit occupancy to 25% of the normal load or 50% if the facility is self-certified
- If the local authority having jurisdiction hasn't determined the occupancy level then the State's requirement of 12 per 1,000 sq' needs to be maintained
- Occupancy limits vary when it comes to events (weddings, baby showers, etc.) so please contact the Bucks County Department of Health by dialing 215-345-3319 for further clarification

John C. Kernan IAAI-CFI(V)

Chief Fire Marshal FM-272