

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.
- Fire Marshal** approval based on the fire safety guidelines and inspection prior to the event (see guidance 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.**

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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