



RAYTOWN FIRE PROTECTION DISTRICT

Fire Prevention

General Requirements for Tents & Canopies

This checklist provides some of the basic regulations governing the operation of Tents and Other Membrane Structures. It is not possible to cover all regulations. If you have a particular question or concern, please telephone the Raytown Fire Protection District. When this checklist refers to tents, the regulations also govern canopies, air-supported or other membrane structures.

All work shall be in accordance with the International Fire Code.

Tents and canopies shall be separated from buildings, property lines, parked vehicles and other internal combustion engines (e.g., generators) by at least 20 feet. Larger separations will be required for tents having areas in excess of 15,000 square feet. Vehicle displays inside tents require special approval and additional provisions for safety.

An unobstructed fire break or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of a tent.

All tent and canopy fabrics, floor coverings, sidewalls and decorations shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner. A permanent label bearing a certificate of flame resistance shall be affixed to the sidewalls, drops and tops of the tent.

The number and location of exits and associated aisles and passageways will be determined based on the occupant load of the tent and proposed seating arrangements. Generally, at least two (2) exits shall be provided from the tent, each with an unobstructed width of at least six (6) feet. Exit openings from tents shall remain uncovered unless approved by the fire official. The exits shall be arranged such that all points within the temporary structure are within 100 feet of an exit. Travel distances exceeding 100 feet or occupant loads greater than 200 will require additional exits and greater widths.

Exits shall be clearly marked with exit signs at required exit doorways and where otherwise necessary to indicate clearly the direction of egress. Exit signs shall be the self-luminous type or shall be internally or externally illuminated. Special power supplies for exit signs may be required when tents are used at night.

Loose seats or folding chairs (without tables) shall be bonded in groups of three (3) or more unless there are less than 200 such seats.

Fire extinguishers shall be provided throughout the tent in conspicuous locations where they will be readily accessible and immediately available for use. The travel distance to the nearest extinguisher shall not exceed 75 feet. A current inspection tag shall be affixed to each extinguisher.

Smoking shall not be permitted in tents or surrounding areas where combustible materials are stored. NO SMOKING signs shall be conspicuously posted throughout the tent.

Any devices emitting flame, fire or heat or any gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of the canopy or tent unless approved by the Fire District.

Heating or cooking equipment shall not be located inside tents and canopies unless special provisions are met.

Flammable and combustible liquids shall be stored outside and not less than 50 feet from the canopy or tent.

LP-gas containers shall be located 10 feet from the tent or canopy when less than 500 gallons.

Hay, straw, shavings, vegetation or other similar combustible material shall not be located inside or within 30 feet of the tent. Combustible materials shall not be permitted under stands or seats at anytime.

Inflatable equipment, devices or balloons shall only be pressurized or filled with compressed air or inert gases.

The Fire Department will conduct a final inspection upon completion of installation and prior to occupancy. Tents are subject to inspection during use.

The Fire Department permit shall be posted at all times.



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TENT PERMIT REQUEST

Tents and membrane structures having an area in excess of 200 sq ft and canopies in excess of 200 sq ft shall not be erected, operated or maintained for any purpose without obtaining a permit and approval from the Raytown Fire Protection District

Tent Location Address:

Occupancy Name:

Submitter Name:

Business Address:

Phone/Fax #:

Date of Event Held Within Tent(s) Permitted:

Description of Tent:

Purpose of Tent:

PLANS MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO SCHEDULED OPENING OF EVENT

Signature: _____ Date: _____

Permit Fee: \$35.00, Payable to the Raytown Fire Protection District

Amount Paid: Check/Money Order #: Rcvd By:

Date:



RAYTOWN FIRE PROTECTION DISTRICT

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Tent Informational Checklist

This checklist provides some of the basic regulations governing the operation of Tents and Other Membrane Structures. It is not possible to cover all regulations. If you have a particular question or concern, please telephone or FAX the Raytown Fire Protection District. The initial inspection is conducted at no charge. There is no charge for one reinspection. The second reinspection is subject to a \$75.00 fee, with all reinspections after the second, subject to a \$100.00 fee. When this checklist refers to tents, the regulations also govern canopies, air-supported, or other membrane structures.

1. Plans.

- A. If a tent which is greater than 200 square feet is to be erected at a location, a set of drawings showing the details of the tent placement must be submitted to the fire district at least 15 days prior to the scheduled opening of the show. See "Tent Permit Plan Review Submittal Requirements" handout for more details on how to submit plans and how to obtain a tent permit.
 - (1) Floor plan for tents: seating capacity, arrangement and location of seating, and type of heating and electrical equipment, etc.
 - (2) Fire extinguisher equipment: location and nature.
 - (3) Dates: for move in, move out and times open to public.
 - (4) Contacts: person's names and telephone numbers.
- B. Tents and all decorations including awnings, drapes, table skirts, curtains and other decorative material must be of flame-resistant material. Certification of flame-resistance must be provided when submitting the plans.

2. Permits

- A. Tents (200 square feet or greater) and canopies (in excess of 200 square feet) must have a permit from the Fire District.
- B. Liquid Petroleum Gas for demonstration purposes or for cooking purposes must be approved and permitted by the Fire Marshal.
- C. Open flames and burning or smoke emitting materials must be approved and permitted by the Fire Marshal prior to the event.
- D. Special effects materials, pyrotechnics and fireworks must be approved and permitted by the Fire Marshal.
- E. Welding and cutting equipment and use must be approved and permitted by the Fire Marshal. Other permits may apply. Contact the Raytown Fire Protection District for more information.

3. Location of Tents

- A. Tents shall not be located within 20 feet of property lines, buildings, parked vehicles or internal combustion engines.
- B. Tents having an area of 15,000 square feet or more shall be located not less than 50 feet from any other tent.
- C. Tents where cooking is performed shall be separated from other tents by a minimum of 20 feet.
- D. Tents must be adequately braced and anchored to prevent collapse. Documentation of structural stability shall be furnished upon request.

4. Exits

- A. Exits shall be spaced at equal intervals around the perimeter of the tent and shall be located such that all points are 100 feet or less from an exit.
- B. Exit openings from tents must remain open unless covered by a flame-resistant curtain.
- C. Exit ways must be kept clear of obstructions at all times, with adequate aisle widths provided.
- D. Exits must be clearly marked. Exit signs shall be of an approved type (self-luminous or internally or externally illuminated by an approved source).
- E. Curtains, drapes, or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, hose cabinets, standpipes, fire extinguishers, or any other life safety equipment at any time.

5. Fire Access

- A. Fire lanes shall not be obstructed or barricaded at any time in any manner.
- B. Fire hydrants and fire department connections must be maintained with a 3-foot clearance.
- C. An unobstructed fire break passageway or fire road not less than 12 feet wide and free from obstructions must be maintained on all sides of all tents.

6. Sources of Ignition

- A. "NO SMOKING" signs shall be posted throughout structure.
- B. Open flame, flammable or combustibles liquids or cooking devices are not permitted inside or allowed within 20 feet of the tent unless approved by the Fire Marshal. A minimum separation of 4 feet between the flame in the cooking equipment and the tent material is required.
- C. Hay and straw used for decoration must be flame retardant. Hay and straw used for feeding must be stored and maintained in a manner approved by the Fire Marshal. Maintain areas within 20 feet of the structure clear of all combustible materials.
- D. Sawdust and shavings must be maintained flameproof at all times, by wetting down each day.
- E. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- F. Candles are prohibited inside tents.
- G. Combustible trash shall be removed at least once a day.

7. Fire Extinguishers

- A. Typically, a 2A-10BC rated fire extinguisher shall be provided for every 3,000 square feet of floor space and within 75 feet of travel. The extinguisher must be serviced and tagged annually.
- B. A Class K rated fire extinguisher shall be provided within 30 feet of food processing equipment that produces grease-laden vapors.
- C. The extinguishers must be serviced and tagged annually.

8. Equipment

- A. Secure compressed gas cylinders to prevent cylinders from falling or being knocked over.
- B. Heating devices shall be installed in accordance with the Building and Mechanical Code. Electrical wiring of a temporary nature shall be installed in accordance with the Electrical Code.
- C. Commercial cooking appliances shall be installed in accordance with the Mechanical and Plumbing Codes, and be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking equipment shall have separation from combustible materials, or non-combustible shielding, as approved by the Fire Marshal.
- D. Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be fenced or enclosed by approved means to isolate from the public.
- E. Refueling must be approved by the Fire Marshal and shall be performed in an approved location not less than 20 feet from tents.

9. Miscellaneous

- A. Fire watch personnel may be required at the discretion of the Fire Marshal.
- B. Occupant load must be posted in a conspicuous place near the main exit.