

# Tent Permit Application



**Los Alamos Fire  
Marshal's Office**  
999 Central Ave, Suite 200  
Los Alamos, NM 87544  
(505) 662-8301

Approved    Denied  
Man # \_\_\_\_\_ Date \_\_\_\_\_  
Inspection Date \_\_\_\_\_  
Inspection Time \_\_\_\_\_  
Total Square Footage \_\_\_\_\_

Approved plans do not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with the approved plans.

Event Name: \_\_\_\_\_  
Event Location: \_\_\_\_\_

### Event Contact Information

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Event Start Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_  
Event End Date: \_\_\_\_\_ Event End Time: \_\_\_\_\_

### Permit Applicant Information

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
Contact Address: \_\_\_\_\_

### Tent Permit Requirements

**Construction Documents:** Detailed site plan for the assembly area shall be provided with each application for approval. The site plan shall indicate means of egress, seating arrangement, heating and electrical equipment, exit signs, fire extinguishers, cooking equipment, and exhibits.

**Location:** Tents or canopies shall not be located within 20 feet of lot lines, vehicles, or generators. All dimensions shall be indicated on the site plan. (IFC 3108.2)

**Display of Motor Vehicles:** Vehicles and equipment used for display within or near tents shall have batteries disconnected, have less than ¼ tank of fuel capacity or 5 gallons whichever is less, and tank openings shall be locked and sealed. Vehicles shall not obstruct the means of egress. (IFC 3107.15)

**Propane Gas:** Tents or canopies shall not be located within 10 feet of propane tanks less than 500 gallons. (IFC Chapter 61)

**Anchorage:** Required Tents or Membrane Structures and their appurtenances shall be adequately roped, braced or anchored to withstand the elements of weather and prevent against collapsing. (IFC 3103.9)

**Air Inflated Fun Jumps:** Air inflated jumps shall be in accordance with sections: (IFC 3103.10.1 through IFC 3103.10.4)

**Outdoor Assemblies:** The fire code official shall establish an occupant load for tents and access controlled events. (IFC Chapter 10, IFC 3107.11)

**Cooking:** All cooking and warming devices shall be indicated on the floor plan. Cooking appliance approvals shall be granted on a case by case basis. (IFC 3106.5)

**Vegetation And Waste:** Combustible vegetation and waste shall be cleared 30 feet back from tents or canopies. A description of the floor surface surrounding the tent or canopy and the floor within the tent or canopy shall be indicated on the floor plan. (IFC 3107.18 and 3107.19)

**Combustible Material:** Hay, straw, shavings or similar combustible materials shall not be located within any tent or

canopy with an occupant load greater than 49 and or a square footage exceeding 750 square feet. A description of the floor surface inside the tent or canopy is required. (IFC 3107.2)

**Clearances:** There shall be a minimum clearance of 3 feet between tent walls and tent contents. All dimensions shall be indicated on the floor plan. (IFC 3107.8)

**Smoking:** Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310. (IFC 3107.3)

**Generators:** All generators shall be isolated from the public by fencing or by other approved means, a minimum of 3Ft. from the generator. One 3A-40BC Fire Extinguisher is required per generator. Generator indications are required on the site plan. (IFC 3106.6.2)

**Fire Extinguishers:** A Fire Extinguisher shall be provided for every 1500 square feet within the space. Travel distance to a Fire Extinguisher shall not exceed 75 feet. Extinguishers shall be indicated on the floor plan. (IFC 3107.9)

**Required Exits and Exit Width:** In accordance with IFC 3103.12.2.

**Exits:** Exit openings shall be contrasting in color and be free sliding. Tent side walls or open wall canopies shall be indicated on the plans. (IFC 3103.12.3)

**Exit Sign Illumination and Emergency Lighting:** Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress where the exit serves an occupant load of 50 or more. (IFC 3103.12.6)

**Extension Cords:** Only approved UL 817, three prong, grounded extension cords are permitted. Frayed or taped wire is prohibited. (IFC 603.6.3)

**Tent Material:** All tent material shall indicate compliance with testing requirements of NFPA 701, with NFPA 701 label affixed (IFC 3104.2)

**Access:** All Fire Hydrants and Fire Department appliances shall be free from obstructions. Fire Department access roads shall be a minimum width of 20 feet. (IFC 3108.1 and 3108.2)

**Permits:** All tents and membrane structures which exceed 400 square feet shall not be erected without obtaining a operational fire permit from the Fire Marshals Office.

**Inspections:** Inspection times shall be scheduled within four hours of the event opening. All electrical equipment, catering devices, tables, chairs, and merchandise shall be set in place prior to inspection.

The undersigned hereby acknowledges that all requirements indicated above must be adhered to in order for this application to be accepted. The standards specified above are the minimal requirements which the applicant is not limited to. Additional Fire Codes may apply during initial inspection if unforeseeable circumstances arise. An approved site plan or floor plan does not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with both the approved site plan and floor plan.

Event Contact Name: \_\_\_\_\_  
(Please Print)

Phone Number: \_\_\_\_\_

Event Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Applicant Name: \_\_\_\_\_  
(Please Print)

Phone Number: \_\_\_\_\_

Permit Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_