



Requirements to submit for Tent Permit:

Tents or Temporary Structures: Permits are required for any temporary structure that cover an area greater than 120 square feet. 2018 IBC 3103.1.2 (10' x 12') minimum permit required.

Construction documents shall be submitted for each installation of a temporary structure.

The construction documents shall include:

- A. A plat of survey/site plan indicating the location of the temporary structure and information delineating the means of egress and occupant load.
- B. Provide flame retardant certification: 2018 IBC 3102.3.1 & IFC 3104.2 Flame propagation performance treatment. The agent or applicant shall file with the Building official a certificate executed by an approved testing laboratory. The certificate shall indicate that the floor coverings, tents, membrane structures and their appurtenances, which include sidewalls, drops and tarpaulins, are composed of materials meeting the flame propagation performance of Test Method 1 or Test Method 2 of NFPA 701 and the manufactures test protocol. **Alternatively, the materials shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of the applicable test method of NFPA 701.** The flame propagation performance criteria shall be effective for the period specified by the permit.

Location: Tents are only permitted in the rear yard.

Time Limit: Tents shall not be erected, used or maintained on any lot for a period exceeding three (3) days.