



# Gwinnett County Department of Planning and Development Fire Plan Review

446 West Crogan Street Suite 150 Lawrenceville, GA 30045  
(678) 518-6000 – (678) 518-6144 Fax

## ***Tent Permit***

*Please type or print legibly.*

Date: \_\_\_\_\_ File Number: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_ Ste. #: \_\_\_\_\_

City: \_\_\_\_\_ Sq. Ft: \_\_\_\_\_

Location of Tent: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Map Page: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Tent Install Date: \_\_\_\_\_ Tent Removal Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Tent Contractor: \_\_\_\_\_

Additional Info: \_\_\_\_\_

Site Plan Showing Hydrants	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Site Plan Showing Fire Lane Access	<input type="checkbox"/> Yes	<input type="checkbox"/> No
No Smoking Note On Site Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Extinguisher Note On Site Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flame Spread Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Call the Inspection Request Line for a Tent/Canopy Inspection 678-518-6277 or visit  
<https://eddspermits.gwinnettcountry.com/citizenaccess/> to request an inspection online.

Gwinnett County Fire Plan Review Section pursuant to the 2012 International Fire Code requires a temporary permit for a tent/canopy. “Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official. Two sets of plans must be submitted for approval before installation followed by an inspection after the tent/canopy has been erected, and before it is occupied. **The following is a list of requirements.**

- (1) A site plan showing an unobstructed fire lane on all sides of the tent. The tent cannot block any fire hydrants or fire department connections.
- (2) A flame resistant certificate by an acceptable testing laboratory.
- (3) A note on the submitted plan stating “NO SMOKING” signs will be posted.
- (4) A note on the submitted plans stating, “a 2A-10BC fire extinguisher will be provided and mounted no higher than 48” above finished floor to the handle.”
- (5) A note on the submitted plan stating, “No smoking, no fireworks, no open flames or devices emitting open flame or fire will be used in the tent/canopy.”
- (6) Approved tent permit shall be attached to tent in plain view.

Permit Activation Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Field Inspector: \_\_\_\_\_