



## Temporary Tent/Canopy Checklist

Submit all tent permits a minimum of 10 business days before permit is desired.

ALL tents that require a tent permit are required to be inspected by Gwinnett County Fire Marshal's Office during normal business hours before use.

Tents less than 400sqft or canopies less than 700sqft (no sides) do not require a tent permit if they are spaced a minimum of 12ft to all structures and other tents (IFC 3103.2).

### **DRAWING SUBMITTAL REQUIREMENTS**

- 1) Provide plat/key plan: show tent location to buildings, property line, and parking areas
- 2) Provide a floor plan/ layout of each tent. Identify each exit, exit sign, emergency light, fire extinguisher, and any furnishings.
- 3) Indicate the tent size and indicate whether sides will be provided or not on the drawing.

### **FIRE DEPARTMENT ACCESS AND LOCATION**

- 4) Fire Department access: tents shall not obstruct fire department access, roads need to be provided.
- 5) Location of tents: 20 feet minimum from lot lines, buildings, parked vehicles, fueled equipment, or tents dedicated to cooking operations. For exceptions refer to (IFC 3103.8.2).

### **MEANS OF EGRESS**

- 7) Number and width of exits to comply with the Life Safety Code: occupancy specific
  - 8) Exits shall remain open, be a flame-resistant curtain of contrasting color on a free sliding metal support, or be another arrangement compliant with the Life Safety Code (IFC 3103.12.3).
  - 9) Curtains to be free sliding on metal support and must be of a color that contrast with the tent
  - 10) Exit signs: to be provided where the occupant load exceeds 50 persons
  - 11) Emergency lighting: to be provided where required for the specific occupancy type
- Exit capacity based on occupant load using (Life Safety Code Section 7.3.1.2).

### **GENERAL REQUIREMENTS**

- 12) Fire retardant certificate per (NFPA 701) is required for each tent, must match the specific tent including sides
- 13) Combustible material such as straw or hay is not permitted within 20ft of the tent
- 14) Smoking is not permitted under tents; NO SMOKING signs shall be posted
- 15) Provide a minimum of one 2A:10B:C fire extinguisher
- 16) Cooking is not permitted in or near tents except where permitted by the International Fire Code (IFC 3104.15.5).
- 17) Generators and fueled equipment: must be 20 feet away from tents be separated from the public
- 18) Propane tanks: must be 10 feet from tents; secured; protected from vehicles