



City of Sandy Springs Fire Department

Fire Marshal's Office

Application for Tent Permit

Tent permits are required by the 2012 International Fire Code (IFC), Section 105.6.43 for all temporary membrane structures, tents or canopies with an under-roof area in excess of 400 square feet. Tents, canopies and membrane structures shall comply with the provisions of the IFC, Chapter 31.

INSTRUCTIONS: *Applicants shall complete this form and submit it and related documentation to the SSFD Fire Marshal's Office (FMO) at least two (2) weeks in advance of the event date. The applicant should consult with their tent rental provider for some of the technical information needed to complete this application. Upon receipt of the completed application the FMO will review it and either approve it, approve it with modifications, or deny it for cause. Your contact information is important so we may advise you promptly of your application status, or, if the FMO has any questions or needs more details. Required documentation (site plans, floor plans, certification of flame resistance, etc.) **must** be submitted with this application.*

*** PLEASE PRINT CLEARLY and provide all information requested. Thank you. ***

Title of Event: _____

Event Sponsor: _____

Address / Location of Event: _____

Name of Applicant and/or Contact Person: _____

E-mail: _____ Cell Phone: _____

Date(s) of Event: _____ Time(s) of Event: _____

No. of tents: ____ No. of canopies: ____ Access to event: ____ Public ____ Private

Dimensions of Tent (#1): _____ Area of tent: _____ (SF)*

Dimensions of Tent (#2): _____ Area of tent: _____ (SF)*

Dimensions of Tent (#3): _____ Area of tent: _____ (SF)*

Set-up Date: _____ Take-down Date: _____ No. of Days in Use: _____

Sides of the tent will be: ____ FULLY OPEN ____ PARTIALLY OPEN ____ ENCLOSED

Power Source: ____ On-site electrical service ____ Generator (See IFC Sec. 3104)

Proposed use of tent(s): ____ ASSEMBLY (____ seated ____ standing ____ mixed ____ other)

____ FOOD SERVICE ____ COOKING ____ ENTERTAINMENT ____ STORAGE

OTHER (specify): _____

(Continued)



APPLICATION FOR TENT PERMIT (continued):

COOKING ACTIVITIES:

Food will be: ☐ Pre-cooked ☐ Cooked on-site Other: _____

On-site appliances: ☐ Grills ☐ Ovens ☐ Fryers Other: _____

Fuel type: ☐ Electric ☐ Propane ☐ Solid fuel (wood, charcoal) ☐ Sterno (warming cans)

COOKING NOTES, unless otherwise approved by the FMO:

1. No open-flame, grilling, frying or BBQing is permitted INSIDE (under roof) of a tent or canopy, and must be at least ten feet (10') away from the tent.
2. Fryer units must have a level, 4' x 4' piece of flame-retardant treated plywood, centered, underneath the fryer unit. Canvas, plastic or cardboard is prohibited for this use.
3. Wheeled fryer units must have the wheels locked and/or chocked during use.
4. A 5# multipurpose (2A-10B:C) fire extinguisher is required within 10' of all cooking operations.
5. Use of a fryer with high-temp cooking oil also requires a separate "K Class" fire extinguisher.
6. Solid-fuel cooking materials (charcoal or wood) require a 2.5 gal. pressurized water extinguisher.

The following is a list of requirements, unless otherwise approved by the FMO:

1. Submit a "to scale" vicinity map showing all roadways, driveways, sidewalks, structures, tent location(s) and/or canopies, and the nearest fire hydrant(s) for the event site. There must be a twenty foot (20') wide drivable fire lane on at least one side of the tent.
 2. Submit a "to scale" floor plan for each tent showing the seating and/or table locations, aisles, exit locations (if sides are not open) and fire extinguisher locations.
 3. Submit a copy of a current certificate of flame retardancy for the tent / canopy materials with this application. The certificate ID number must match the one on the label(s) on the material itself.
 4. NO SMOKING signage must be posted in, on and/or near the tent in several locations.
 5. Absolutely NO smoking, fireworks, open-flame devices such as candles, torches, wedding sparklers, etc. may be used inside (under roof) or within twenty feet (20') of the tent or canopy.
 6. At least one (1) 5# multipurpose (2A-10B:C) fire extinguisher must be readily accessible and visible in every tent or canopy. Larger tents will require additional fire extinguishers.
 7. If the tent is enclosed it must have approved illuminated EXIT signs (with battery backup) over each exit and/or emergency area lighting units in the event of a power failure.
 8. Based on the circumstances and size of the event a SSFD Fire Watch may be required.
 9. A copy of your tent permit(s) must be available for inspection on-site at all times.
- NOTE: Your actual tent permit will be a separate document from this application form. Any restrictions or additional conditions of approval will be noted on the permit itself.

Please call **770-206-4358** to request assistance with this form. To schedule the pre-event compliance inspection please call **770-206-4362** at least 48 hours ahead of the event.

Applicant's Signature

Print Name

Date Submitted

FOR OFFICE USE ONLY

Vicinity Map ☐ YES ☐ NO / Floor Plan(s) ☐ YES ☐ NO / Flame Retardancy Certificate(s) ☐ YES ☐ NO

Reviewed by: _____ **Date reviewed:** _____

PERMIT # _____ **was issued on** _____ **by** _____.

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