



Bureau of Fire Prevention

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CODE COMPLIANCE GUIDELINE

TEMPORARY TENTS

AND MEMBRANE STRUCTURES 400+ SQUARE FEET / 50+ PERSONS

**** PERMIT REQUIRED ****

This publication outlines the *State of Ohio Fire Code* (i.e. Fire Code) operational permit and fire safety requirements for temporary tents and temporary membrane structures erected within the Village of Hebron and Union Township. This publication does not address tents and membrane structures erected for a period of 180 days or longer, nor does it address membrane structures that are erected onto of buildings, parking garages, balconies, decks or other structures. As a reminder, all tents over 120 square feet require a building permit issued by the Licking County Building Code Department. Their office is located at 675 Price Road, Newark, OH 43055 and can be contacted at (740) 349-6671.

*** PLEASE REVIEW THIS ENTIRE PUBLICATION BEFORE TAKING ACTION ***

Questions regarding the content of this publication should be directed to the Bureau of Fire Prevention at (740) 928-4721 ext. 111 during regular office hours, Monday thru Friday

OVERVIEW

Temporary tents and temporary membrane structures shall be approved by the Bureau of Fire Prevention of the Hebron Fire Department and be in accordance with Chapter 24 of the most current version of the Ohio Fire Code.

APPROVAL REQUIRED. Temporary tents and temporary membrane structures shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official. Exceptions: 1) Tents used exclusively for recreational camping purposes; 2) Membrane structures that are open on all sides, cover an area of 700 square feet or less (if multiple tents are erected within 12 feet of each other, the square footage will encompass all of them as one).

TENT. A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

MEMBRANE STRUCTURE. An air-inflated, air-supported, cable- or frame-covered structure as defined by the building code as listed in rule 1301:7-7-47 of the Administrative Code and not otherwise defined as a tent.

TIME LIMITATION. Temporary tents and temporary membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a single premises.

PLACE OF ASSEMBLY. With respect to temporary tents or temporary membrane structures, a place of assembly shall include a circus, carnival, tent show, theater, skating rink, dance hall, or other place of assembly in or under which persons gather for any purpose.

THE APPROVAL PROCESS -- GETTING STARTED

Approval of temporary tents and membrane structures includes a plan review, site inspection, and operational permit. Final approval is granted only after a site inspection by the Fire Marshal.

THREE STEP PROCESS. The following steps form the procedural framework for obtaining approval for a temporary tent or membrane structure, and includes the permit application and tent plan submittal, plan retrieval, and scheduling a fire marshal site inspection.

- STEP 1 - Submit permit application. Submit tent plan and documents to be reviewed.
- STEP 2 - Retrieve approved copies of tent plan.
- STEP 3 - Schedule a fire marshal inspection.

STEP 1 - SUBMIT PERMIT APPLICATION AND TENT PLAN

The responsible party shall submit an application for a Fire Safety Permit (FSP) in writing to the Fire Marshal for each temporary tent or membrane structure. Applications may be obtained by calling the Bureau of Fire Prevention at 740-928-4721, ext. 111, or online at: www.hebronfd.org/forms/fsp.pdf

PERMIT FEE. A **\$0 FSP fee is due** at the time of permit application or at the time approved plans are retrieved. This fee generally covers the cost of the plan review and inspection(s) associated with the permit and is authorized by Section 112.1 of the Ohio Fire Code.

TENT PLAN SUBMITTAL INSTRUCTIONS. The following documentation must be submitted along with the completed FSP application to the Bureau of Fire Prevention for review and approval at least 5 business days prior to the event:

- One (1) copy of a Site Installation Plan. *(See Page 6 for Details)*
- One (1) copy of an Interior Floor Plan. *(See Page 7 for Details)*
- One (1) copy of the NFPA 701 flame spread certification information for all sections of tents or membrane structures and their appurtenances; sidewalls, drops, tarpaulins, and marquees; floor coverings, bunting and combustible decorative materials and effects.

Submit the completed permit application and a copy of the required documents in PDF form via email to fireprevention@hebronfd.org OR you may mail them to:

Village of Hebron, Division of Fire/EMS
ATTN: Bureau of Fire Prevention (Permits)
P.O. Box 884
Hebron, OH 43025

Plans submissions can also be dropped off at the firehouse Monday through Friday, between 8:00 a.m. and 4:00 p.m.

Plans will be processed in the order they are received. Actual review time varies and is dependent upon on the complexity of the plan. If plan information is incomplete, or if existing records are incomplete or inconclusive, review may take longer. The bureau attempts to provide same day reviews or, at least, prior to the applicant's desired start of use. However, these are not guaranteed.

STEP 2 - RETRIEVE APPROVED COPIES OF TENT PLAN

After the tent plan is reviewed and approved, you may retrieve the approved plan by visiting the firehouse during regular business hours or by receiving a PDF version via email. Please note that any plans submitted that are larger than 11" x 17" cannot be scanned digitally and will need to be retrieved in person. The Fire Prevention Bureau will retain one set digitally. Plans will only be released after the required permit fee has been paid in full.

Notice regarding Fire Marshal Plan Approval. In accordance with Section 105.4.4 of the Ohio Fire Code, plans approved by the fire official are approved with the intent that they comply in all respects to the Fire Code. Any omissions or errors on the plans do not relieve the applicant responsible party of complying with all applicable requirements. Final approval is granted only after a site inspection by the Fire Marshal.

STEP 3 - SCHEDULE A FIRE MARSHAL INSPECTION

Fire Marshal Inspections. Approval of a temporary tent or membrane structure is finalized through a site inspection, which must be scheduled by the responsible party for a date at least one business day prior to the use and/or occupancy of the tent or structure. The approved tent plan must be available at the inspection location. To schedule an inspection, call the Bureau of Fire Prevention at (740) 928-4721 during business hours.

OTHER LOCAL GOVERNMENT AGENCIES

When erecting, operating, and maintaining a temporary tent or membrane structure for any purpose, particular attention should be given to notification and coordination with the following county agencies and local governments:

- Licking County Building Code Department - (740) 349-6671

Important Notice about Building Requirements. The Fire Marshal will not issue a permit for a temporary tent or membrane structure until proper notification has been made to the Licking County Building Code Department and after the necessary permit applications have been filed with said agency, if required. Please note that receiving any one permit prior to the reception of other required permits does not provide approval to begin erecting the structure. ALL permits must be in hand prior.

ASSOCIATED APPROVALS & PERMITS

ELECTRICAL AND SPECIAL AMUSEMENT DEVICE PERMITS. The use of an electrical generator 6500 watts or greater and/or the installation of temporary electrical wiring, circuits, and equipment may require an electrical permit and inspection. Please contact the Licking County Building Code Department for information about electrical, special amusement device permits, and associated inspections/approvals. The Bureau of Fire Prevention may also require additional permits in addition to a tent permit, such as in the case of a carnival or fair. You are permitted to combine these requests on the same form, but please also review the permit requirements for all of the other permits that are being requested. Although the same form can be used to file for multiple permits, please note that all applicable fees are still required, unless otherwise stated elsewhere.

OTHER OPERATIONAL PERMITS. Carnivals; fairs; festivals; outdoor public assemblages of 500 people or more; the storage and/or use of liquefied petroleum gas (i.e., LPG, propane, butane); and the display and/or use of open-flames, fireworks, and pyrotechnic special effects, when their use is related to the use of a tent or membrane structure, each require approval from the Fire Marshal and are strictly prohibited until the appropriate permits have been issued. For detailed information about these operational permit requirements, contact (740) 928-4721 ext. 111. The following are some of the more common permits associated with temporary tents and temporary membrane structures:

- **Liquefied Petroleum Gas (LPG).** An operational permit is required for the handling, storage, and use of LPG outside where the quantity is greater than 10 gallons aggregate; e.g., more than two twenty-pound cylinders. There are two LPG operational permits typically associated with use and occupancy of temporary tents and membrane structures:

Temporary Single Event Use
Time Limit: *30 Days*
Permit Fee: *\$0*

Temporary Long-term Installation
Time Limit: *One Year*
Permit Fee: *\$0*

Application: www.hebronfd.org/forms/fsp.pdf

Notice about DOT LPG Cylinders. Cylinders shall be continued in service and transported in accordance with DOT regulations. A cylinder with an expired requalification date shall not be refilled or used until requalified in accordance with DOT regulations.

- **Candles / Open-Flame Devices.** Open flames or other devices emitting flame, fire or heat, or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official. An operational permit is required for the use of open flame, fire or burning in connection with Group A or E occupancies. There is one candle / open-flame device permit typically associated with temporary tents and temporary membrane structures:

Candle / Open-Flame Device
Time Limit: *Each Event*
Permit Fee: *\$0*

- **Carnivals, Fairs, Festivals, Outdoor Public Assemblages 500+ People.** An operational permit and public safety plan is required for any carnival, fair, festival, and large outdoor public assemblage of 500 persons or more. Detailed procedures, requirements, and the permit application for these outdoor events may be obtained by calling the Bureau of Fire Prevention, Monday thru Friday, during normal business hours or online at:

www.hebronfd.org/guides/festivalsguide.pdf

- **Fireworks & Pyrotechnics.** Operational permit requirements associated with the display, handling, sale, storage, and use of fireworks and pyrotechnics in the Village of Hebron and Union Township can be obtained by calling the Bureau of Fire Prevention, Monday thru Friday, during normal business hours or online at:

www.hebronfd.org/forms/fsp.pdf

NFPA 701 FLAME SPREAD INFORMATION

NFPA 701 flame spread certification information for all sections of tents or membrane structures and their appurtenances; sidewalls, drops, tarpaulins, and marquees; floor coverings, bunting and combustible decorative materials and effects shall be submitted as part of the temporary tent or membrane structure FSP application, and shall be in accordance with the following sections of the Ohio Fire Code:

- **Flame Propagation Performance Treatment.** Before a permit is granted, the *owner* or agent shall file with the *fire code official* a certificate executed by an approved testing laboratory certifying that the tents and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an *approved* manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit. *OFC 2404.2*
- **Label.** Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type. *OFC 2404.3*
- **Certification.** An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:
 - 1) Names and address of the owners of the tent or air-supported structure.
 - 2) Date the fabric was last treated with flame-retardant solution.
 - 3) Trade name or kind of chemical used in treatment.
 - 4) Name of person or firm treating the material.
 - 5) Name of testing agency and test standard by which the fabric was tested. *OFC 2404.4*

NOTICE: Each certificate must also include the date(s), location name, and address where the tent or structure is erected; certification number; tent size, number of sections, and fabric type.

STANDBY PERSONNEL & CROWD MANAGERS

Special public safety requirements for temporary tents and membrane structures shall be as required in accordance with the following sections of the Ohio Fire Code:

- **Standby Personnel.** When, in the opinion of the *fire code official*, it is essential for public safety in a tent or membrane structure used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the *owner*, agent or lessee shall employ one or more qualified persons, as required and *approved*, to remain on duty during the times such places are open to the public, or when such activity is being conducted. *OFC 2404.20*
- **Duties of Standby Personnel.** Before each performance or the start of such activity, standby personnel shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public from the structure. *OFC 2404.20.1*
- **Crowd Managers.** There shall be trained crowd managers or crowd manager and/or supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved. *OFC 2404.20.2*

DETAILED PLAN REQUIREMENTS

A detailed site installation plan and interior floor plan for temporary tents and temporary membrane structures requiring an operational permit (FSP) shall be provided with each application for approval. Temporary tents and membrane structures shall be erected, operated and maintained in accordance with Chapter 24 of the Ohio Fire Code. Plans must be drawn to scale; Dimensional drawings are not acceptable.

SITE INSTALLATION PLAN. The site installation plan shall include the following details with respect to the location, installation, and arrangement of a temporary tent or membrane structure:

1. List on each page of the site installation plan the location name, property address, and dates the tent or membrane structure will be erected.
2. Exact location, footprint, and dimension of the tent or membrane structure. If multiple tents and/or membrane structures are erected, each tent/membrane structure location, footprint, and dimension must be shown, including all associated firebreaks and connecting corridors.
3. Location of fire apparatus access roads, designated fire lanes, and fire hydrants.
4. Distances from lot lines, buildings, other tents or membrane structures, combustibles, parked vehicles or parking areas, or internal combustion engines (e.g., motor-driven generator). Location of tents and membrane structures shall be in accordance with the following:

- **Location.** Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent. *OFC 2403.8.2*

Exceptions:

- 1) Separation distance between membrane structures and tents not used for cooking is not required when the aggregate floor area does not exceed 15,000 square feet.
 - 2) Membrane structures or tents need not be separated from buildings when all of the following conditions are met:
 - 2.1) The aggregate floor area of the membrane structure or tent shall not exceed 10,000 square feet;
 - 2.2) The aggregate floor area of the building and membrane structure or tent shall not exceed the allowable floor area including increases as indicated in the building code as listed in rule 1301:7-7-47 of the Administrative Code;
 - 2.3) Required means of egress are provided for both the building and the membrane structure or tent including travel distances;
 - 2.4) Fire apparatus access roads are provided in accordance with Section 503 of the Ohio Fire Code.
- **Structures in Excess of 15,000 Square Feet in Area.** Membrane structures having an area of 15,000 square feet or more shall be located not less than 50 feet from any other tent or structure as measured from the sidewall of the tent or membrane structure unless joined together by a corridor. *OFC 2403.8.3*
 - **Connecting Corridors.** Tents or membrane structures are allowed to be joined together by means of corridors. Exit doors shall be provided at each end of such corridor. On each side of such corridor and approximately opposite each other, there shall be provided openings not less than 12 feet wide. *OFC 2403.8.5*
 - **Fire Break.** An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire official. *OFC 2403.8.6*

SITE INSTALLATION PLAN *(Continued)*

5. Provide size/type of structural members to be used to support the tent/membrane structure. The manufacturers specifications and installation instructions may meet this requirement.
6. Provide flame spread certification information for the tent or membrane structure and the appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of material meeting the flame propagation performance criteria of NFPA 701.
7. Location of any cooking areas and storage of propane (LPG) tanks to be used.
8. Location of electrical generator and associated fencing in relation to tent/structure, if used.

INTERIOR FLOOR PLAN. The interior floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. More specifically, interior floor plans shall include the following details:

1. Intended use/occupancy of the tent or structure (e.g., party, vehicle display, demonstration)
2. Maximum number of attendees, guest, or occupants including employees/staff expected to occupy the tent or membrane structure.
3. Type and location of furniture and/or equipment to be used inside the tent or structure.
4. Scaled furniture layout showing all tables, chairs, furnishings, standing areas, aisles, material storage areas, food preparation areas, and demonstration/display areas; Location and dimensions of all stages, platforms, and dance floors. Seating in tents or membrane structures shall be in accordance with Chapter 10 of the Ohio Building Code.
5. Scaled egress layout showing the locations and sizes of all required emergency exits. Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points are 100 feet or less from an exit. Tents, or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required by table below. Exit doors shall swing in the direction of exit travel. The total width of means of egress in inches shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches per person. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot of aisle width for each 50 persons served by such aisle at that point.

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	
		<i>TENT</i>	<i>MEMBRANE STRUCTURE</i>
10 to 199	2	72	36
200 to 499	4	72	72
500 to 999	5	96	72
1,000 to 1,999	6	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

6. Location of all required **EXIT** signs, emergency lights, and at least two mounted and readily accessible portable fire extinguishers. **EXIT** signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress.
7. Location of not less than four **NO SMOKING** signs conspicuously posted inside the tent.
8. Location of all approved air conditioning, heating, cooking equipment, and open-flames.