



Johns Creek Fire Marshal's Office

11360 Lakefield Drive,
Johns Creek, GA 30097 Phone
(678) 512-3363
firemarshal@johnscreekga.gov

Tent Permit Application

Approved Disapproved

Date: _____

of Tents: _____

Inspectors Signature:

Approved plans do not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with the approved plans.

Event Location and Information

Event Name			
Street Number	Street Name		
	City	State	Zip Code
Contact Name			
Contact Phone			
Emergency Phone			
Contact Email			
Event Start Date			
Event Start Time			
Event End Date			
Event End Time			

Tent(s) Information from Suppling Company

Name of Tent Company:			
Street Number	Street Name		
	City	State	Zip Code

Tent #1 square footage	
Tent #2 square footage	
Tent #3 square footage	
Total square footage of tents that have been constructed together as one.	
Will the tent be enclosed, partially enclosed, or open on all four sides?	
Requested Inspection Date:	

Information needed for tent installations

The intent of this document is to give the applicant a general idea of what the Fire Marshal's office is looking for during a routine permitting inspection. There are other tent, canopy, and temporary membrane structure requirements that may surface during the final Permitting inspection. For further information on tent, canopy, or temporary membrane structure requirements refer International Fire Code Chapter 31 and the local ordinance for the city of Johns Creek. Please note that any tent or membrane structures equal to or exceeding 400sqft (20X20) shall first obtain an approval from the Fire Marshal's Office. Where the tent or membrane structure is equal to or greater than 5,000sqft, it will require a structural plan review and building permit (City Ordinance 19.3.3).

Tent Requirements

- ✓ **CONSTRUCTION DOCUMENTS** Detailed site and floor plan for tents shall be proved with each application for approval. The tent floor plan shall indicate means of egress, seating arrangement, heating and electrical equipment, exit signs, no smoking signs, fire extinguishers, cooking equipment, and exhibits. **(IFC 3103.6)**
- ✓ **LOCATION** Tents or canopies shall not be located within 20 feet of lot lines, other buildings, vehicles, generators, or as approved by the Fire Marshal's Office. All dimensions shall be indicated on the site plan. **(IFC 3103.8.2)**
- ✓ **DISPLAY OF MOTOR VEHILCES** Vehicles and equipment used for display within or near tents shall have batteries disconnected, have less than ¼ of a tank of fuel, and tank openings shall be locked and sealed. Vehicles shall not obstruct the means of egress. **(IFC 3104.18)**
- ✓ **PROPANE GAS** Tents or canopies shall not be located within 10 feet of propane tanks less than 500 gallons. **(IFC 3104.16.2)**
- ✓ **ANCHORAGE REQUIRED** Tents or Membrane Structures and their appurtenances shall be adequately roped, braced or anchored to withstand the elements of weather and prevent against collapsing. **(IFC 3103.9)**
- ✓ **AIR INFLATED FUN JUMPS** Air inflated fun jumps shall be approved on the site plan. **(IFC 3103.10)**
- ✓ **OCCUPANT LOAD** The fire code official shall establish an occupant load for the assembly space and access controlled event. **(LSC)**
- ✓ **COOKING** All cooking and warming devices shall be indicated on the floor plan. Cooking appliance approvals shall be granted on a case by case basis and separated from other tents by a minimum of 20 feet. **(IFC 3104.15.5)**; shall also refer to requirements of the adopted edition of NFPA 96 as adopted by Chapter 120-3-3 of the Rules and regulations of the Safety Fire Commissioner.
- ✓ **VEGETATION AND WASTE** Combustible vegetation and waste shall be cleared 30 feet back from tents or canopies. A description of the floor surface surrounding the tent or canopy and the floor within the tent or canopy shall be indicated on the floor plan. **(IFC 3104.21)**

- ✓ COMBUSTIBLE MATERIAL Hay, straw, shavings or similar combustible materials shall not be located within any tent or canopy with an occupant load greater than 49 and or a square footage exceeding 750 square feet. A description of the floor surface inside the tent or canopy is required. **(IFC 3104.5)**
- ✓ CLEARANCES There shall be a minimum clearance of 3 feet between tent walls and tent contents. All dimensions shall be indicated on the floor plan. **(IFC 3104.11)**
- ✓ SMOKING Approved “No Smoking” signs shall be posted and indicated on the floor plan. Smoking shall be prohibited. **(IFC 3104.6)**
- ✓ GENERATORS All generators shall be isolated from contact with the public by fencing or by other approved means. One 3A-40BC Fire Extinguisher is required per generator. Generator indications are required on the site plan. **(IFC 3104.19)**
- ✓ FIRE EXTINGUISHERS A Fire Extinguisher shall be provided for every 1500 square feet of tent or canopy space. Travel distance to a Fire Extinguisher shall not exceed 75 feet. Extinguishers shall be indicated on the floor plan. **(IFC 3104.12)**
- ✓ REQUIRED EXITS Equal or greater than: [150sqft 2 exits are required] [3,000sqft 3 exits are required] [7,500sqft 4 exits are required] [15,000sqft 5 exits are required] [30,000sqft 6 exits are required]. Exits must be spaced appropriately. **(IFC 3103.12)**
- ✓ EXITS Exit openings shall be contrasting in color and be free sliding. Tent side walls or open wall canopies shall be indicated on the plans. **(IFC 3103.12.3)**
- ✓ EXIT SIGN ILLUMINATION AND EMERGENCY LIGHTING Exit sign illumination and emergency lighting are required when the occupant load exceeds *49*. **(IFC 3103.12.6)**
- ✓ EXTENSION CORDS Only approved **UL** or **FM** three prong, grounded extension cords are permitted. Frayed or taped wire is prohibited. **(IFC 605.5)**
- ✓ TENT MATERIAL All tent material shall meet “State of California Fire Marshal's Office” standards as per IFC Section 3104.2, NFPA 701. **(IFC 3104.2)**
- ✓ ACCESS All Fire Hydrants and Fire Department appliances shall be free from obstructions. Fire Department access roads shall be a minimum of 20 feet. **(IFC 3103.8.1)**
- ✓ CHAIRS Non-fixed chairs exceeding 200 shall be fastened together in groups no less than three or securely fastened to the floor. **(IFC 1028.12)**
- ✓ PERMITS All tents require permits. All canopies which exceed 400 square feet shall not be erected without obtaining a permit from our office. **(IFC 3103.4)**
- ✓ ADDITIONAL FEES Additional fees may apply to all after hour inspections, or other issues that may arise during permit process.
- ✓ INSPECTIONS Inspection times shall be scheduled within four hours of the event opening. All electrical equipment, catering devices, tables, chairs, and merchandise shall be set in place prior to inspection.

Disclaimer











The undersigned hereby acknowledges that all requirements indicated above must be adhered to in order for this application to be accepted. The standards specified above are the minimal requirements which the applicant is not limited to. Additional Fire Codes may apply during initial inspection if unforeseeable circumstances arise. An approved plot plan or floor plan does not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with both the approved plot plan and floor plan. All disapprovals will be indicated on the tops of each page and all violations will be indicated with a check mark on this disclaimer. All information must be submitted to process this application. By signing below, you are certifying that you are providing all known information specific to this event and will follow all regulations prescribed.

EVENT CONTACT NAME: _____ PHONE NUMBER: _____

(PLEASE PRINT)

EVENT CONTACT SIGNATURE: _____ DATE: _____

Site Plot plan or floor plan (Updated internet site map is acceptable)

<p>LEGEND:</p> <p> ILLUMINATED EXIT SIGN  FIRE EXTINGUISHER</p> <p> EMERGENCY LIGHTING  NO SMOKING SIGNS</p> <p> COMBINATION UNIT NO SIDE WALL</p> <p> EXIT OPENING — TENT SIDE WALL</p> <p> FIRE HYDRANT  GENERATOR / MOTOR</p> <p> FIRE DEPT CONNECTION  LIQUEFIED PETROLEUM GAS</p>	<p>INSPECTORS COMMENTS:</p>	<p>Tent Permit Application</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Date: _____</p> <p># OF Tents: _____</p> <p>Inspectors Signature:</p> <p>_____</p>
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