

# TEMPORARY TENTS and AIR-SUPPORTED MEMBRANE STRUCTURES

## INSTRUCTIONS & CHECKLIST

### **INSTRUCTIONS:**

1. Review the following requirements for permits, application process and plan reviews.
2. Submit the completed application and all required attachments to the City of Waynesboro Fire Department no later than ten (10) working days prior to the event.
3. Applications and attachments can be submitted via e-mail or printed and delivered to the fire department.

### **PERMIT REQUIREMENTS & CONTACTS:**

City of Waynesboro Fire Department  
Inspections Department  
300 West Broad Street  
Waynesboro, Va. 22980

Tel.: 540-942-6730  
Fax : 540-942-6731  
E-Mail:woodje@ci.waynesboro.va.us

SFPC Table 107.2: Tents and membrane structures having an area in excess of 900 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

**Exception:** Tents used exclusively for recreational camping purposes.

SFPC 2403.6: A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent or membrane structure 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.

### **PERMIT APPLICATION PROCESS:**

Submit application along with site and tent plans to the Waynesboro Fire Department.

Once application and attachments are reviewed you will be contacted from this office to schedule an inspection date and any questions.

Please be aware that it is necessary that this office has a minimum of ten (10) working days prior to the event to review your application and attachments before an inspection can occur.

### **SITE & TENT REQUIREMENTS:**

All plans shall be done to scale.

Site and location plans shall clearly show the following:

- a. Location name and address where tent or membrane structure will be erected.
- b. Date(s) of event.
- c. Size of tent or membrane structure (length in feet by width). If multiple tents are used, all tents must be shown including fire break distance of twelve (12) feet on all four sides.

Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type.

An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) 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 code official.

Tents where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet (6096 mm).

Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent or membrane structure.

LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement. Portable LP-gas containers with a capacity of 500 gallons (1893L) or less shall have a minimum separation between the container and structure not less than 10 feet (3048 mm).

Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.

Open flame 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 (6096 mm) of the tent or membrane structures while open to the public unless approved by the fire code official.

Portable fire extinguishers shall be provided as required by Section 906.