



APPLICATION FOR TENT PERMIT

Function/Event: _____ **Date:** _____
Contact Person: _____ **Phone:** _____
Street Address (No PO Boxes): _____
City: _____ **County:** _____ **Zip Code:** _____
Date of Event: _____

Applicant: _____
Street Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Installer Name: _____
Installer Contact Number: _____ **Secondary Contact Number:** _____
Email: _____
Installation Date: _____ **Estimated Installation Time:** _____

In accordance with the International Fire Code:

Tents and membrane structures having an area of or in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from The Citadel Fire Marshal’s Office or the Environmental Health & Safety Office.

- A **Membrane Structure** is an air-inflated, air-supported, cable or frame-covered structure as defined by the IBC and not otherwise defined as a tent.
- A **Tent** is 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.

For this document and the accompanying checklist, Membrane Structures, and Tents will collectively be referred to as “Tents.”

Requirements are as follows:

- Tents or canopies shall not be located within 10 feet of propane tanks less than 500 gallons.
- Tents or Membrane Structures and their appurtenances shall be adequately roped, braced, or anchored to withstand the elements of weather and prevent collapsing.
- Approved “No Smoking” signs shall be posted. Smoking shall be prohibited.
- All generators shall be isolated from contact with the public by fencing or by other approved means. One 3A40BC Fire Extinguisher is required per generator.
- All tent material shall meet “State of California Fire Marshal's Office” standards as per IFC Section 3104.2, NFPA 701.

Failure to meet the requirements in the International Fire Code will result in the prohibited use of the tent until proper requirements are met and approved by The Citadel Fire Marshal’s Office.

Notification and scheduling of tent and membrane structure erection shall be made to The Citadel’s Fire Marshal’s Office no later than 48 hours in advance, or inspection may be denied.

NOTE: A representative from the tent installation company shall be present during the time of inspection by the fire code official.

Please provide the following details of the tent:

Tent Dimension: _____ **x** _____ **Total Square Footage:** _____

The intent of this document is to give the applicant a general idea of what the Campus Fire Marshal is looking for during a routine permitting inspection. Other tents, canopy, and temporary membrane structure requirements may surface during the final permitting inspection. For further information on the tent, canopy, or temporary membrane structure requirements, refer to International Fire Code Chapter 31.