



FIRE DEPARTMENT

FIRE PREVENTION BUREAU

Derek L. Hughes, Fire Chief
David Petersen, Deputy Fire Chief Len DeJoria, Fire Prevention Officer

Title: Tent/Canopy Permit Application Guideline

Scope: Temporary Membrane Structures shall comply with all regulations set forth by this department and The International Fire Code, 2003 edition, Chapter 24. A permit shall be required as per this guideline.

Purpose: To provide standardized Mesquite Fire Department requirements relating to Tents, Canopies and other Temporary Membrane Structures.

Requirements: Tent and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, occupied or maintained without first obtaining a permit and approval from this department. Tents and or canopies shall be used for a period of not more than 180 days within a 12 month period on a single premise. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies, parked vehicles or internal combustion engines. When in the opinion of the Chief, standby fire personnel may be required for specific events.

Construction Documents: A detailed plan for tents, canopies and temporary membrane structures with an occupant load of 50 or more shall be provided with each application for approval. Three sets of floor plans shall be submitted to the Mesquite Fire Department for approval along with applicable fees. Upon approval of plans, (2) sets will be returned. A Fire Department approved set shall be posted at the place of assembly and be available for inspection at all times during the event. The Mesquite Fire Department will only review plans that are drawn to scale and have been pre-approved by **The Mesquite Building and Safety Department**. A physical site inspection will be required prior to issuance of permit.

Plans must clearly indicate all of the following information:

1. Name, type of event, dates of event, address of property and specific location of event.
2. Provide contact name and phone number.
3. Show dimensions of the entire usable area to be occupied.
4. Show location and width of all exits and indicate location of exit signs.(Shall not be obstructed)
5. Provide size, location and construction of stages, decorative sets, etc.
6. Show table/chair/seating configurations and locations. Show emergency lighting and location if required.
7. Location of all fire extinguishers. (shall not be obstructed)
8. Indicate location and type of heating and/or cooling.
9. Show all display items, vehicles, and equipment.

Flame Retardant Treatments: The sidewalls, drops and tops of Temporary Membrane Structures, Tents and Canopies shall be constructed of flame resistant material or shall be treated with flame retardant in an approved manner. Any decorative materials in or around the structure must be non-combustible or flame retarded. Certificates for all flame retarded materials must be included in the submittal.

Insurance: Provide a copy of a certificate of insurance. Minimum coverage to erect Temporary Membrane Structures, Tents or Canopies is \$1,000,000.00. (City of Mesquite Fire Department IFC Amendment 112.2-3.1) Coverage to include The CITY OF MESQUITE as additionally insured.

Should you have any questions, please call the Fire Prevention Bureau.