



**TENT PERMIT APPLICATION**

**GENERAL INSTRUCTIONS FOR THE APPLICANT**

- PLEASE READ OVER THIS APPLICATION AND INSTRUCTIONS THOROUGHLY AND FILL OUT COMPLETELY, USING INK OR OTHER PERMANENT MARKER.
- PLEASE PRINT OR TYPE ALL RESPONSES. FORM IS FILLABLE IN ADOBE ACROBAT.
- SUBMIT THIS APPLICATION, WITH ALL LISTED ATTACHMENTS, TO THE FIRE MARSHAL'S OFFICE NOT LESS THAN 10 BUSINESS DAYS PRIOR TO THE EVENT.

Tent Size	Qty	Vendor	Vendor Phone	Existing Permit Number

Date/Time ready for Inspection: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Name: \_\_\_\_\_

**Fees: \$90.00 for each addressed location. Operational permits are valid for one year.**

Amount Due: \$ \_\_\_\_\_ Business Name: \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Inspection Property Address if different than billing:

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of person making application:

\_\_\_\_\_ Telephone: \_\_\_\_\_ Emergency Telephone: \_\_\_\_\_

Print full name

I, \_\_\_\_\_ hereby accept full responsibility for the adherence to all requirements of the Virginia Statewide Fire Prevention Code and the Loudoun County Fire Prevention Code pertaining to the above application.

**Required Attachments:**

- Fire Retardant Certification (each Tent)     Site Drawing     Floor Plan (each tent)

Please return this application with check or money order payable to the County of Loudoun.

## **Instructions**

**Applications for tent permits shall include all of the following unless prior arrangements have been made:**

- **Signed application showing the size and vendor for each tent**
- **For a repeat use under an existing permit, enter the number in the field provided. Enter 'New' for a first time application or tent event.**
- **Fire Retardant Certification for each tent (vendor should be able to provide)**
- **Site drawing showing adjacent structures, other tents and relationship to lot lines (one drawing can show all tents for use in the same event)**
- **Floor or seating plan showing designated exits and aisleways**

**Tents with sides must have clearly marked exits. Side panels covering exits should be of a contrasting color and mounted so that they slide open to clear the exit. Signs must be lighted if tent is used after sundown. Emergency lighting must also be provided for tents used after sundown.**

**A minimum of two 2-A rated portable fire extinguishers shall be provided, mounted with the bottom at least 4" above ground level but the top no more than 60" above ground level. Additional extinguishers are required for every 1,500 square feet above 3,000, with a travel distance not to exceed 75' from any point in the tent to the nearest extinguisher.**

**Smoking is prohibited under all tents. 'No Smoking' signs shall be prominently posted.**

**Combustible materials such as hay or straw are prohibited inside the tent except for the care of livestock, in which case it is limited to the amount necessary for a single day.**

**Cooking operations must be at least 20' away from tents. Cooking tents are permitted through an agreement with the Health Department, but they can only be used for cooking and must follow the same 20' separation distance. No serving or other activity is permitted in a cooking tent. Chafing dishes and similar warming devices may be approved on a case-by-case basis.**

**Open flames are prohibited. Candles, lanterns and similar decorations may be approved on a case-by-case basis.**

**This list covers the most common items related to using tents. If you have questions related to a specific use or operation, please contact the Fire Marshal's Office for additional assistance.**

# Tent Inspection Code Guide (2018 SFPC)

**3103.5** Temporary structures erected for a period of 180 days or less shall comply with the International Building Code.

**3103.6 Construction documents** - 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.

**3103.8.2 Location** -Tents or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, structures, parked vehicles, or internal combustion engines.

**3107.12.5 Cooking tents** – Cooking tents must be 20’ away from other tents.

**3104.2 Flame propagation performance treatment**

**3104.3 Label** – Label must have size and fabric or material type.

**3104.6 Smoking** – No smoking signs conspicuously posted.

**3104.12 Portable fire extinguishers** – Portable extinguisher shall be mounted.

**3104.7 Open or exposed flame** – No open flame unless already approved (hurricane type container that is several inches taller than flame to prevent catching fire if something falls on top or tips over.

**3103.12.5 Aisle – Serving = 24”**

**Public egress = 44”** and increased to provide not less than 1-foot aisle width for each 50 persons served by such aisle at that point.

**3103.12.3 Exit openings from tents** – Exit openings from tents shall remain open unless covered by a flame-resistant curtain.

<b>3103.12 Means of egress</b>	<b>Occupant load</b>	<b>Min # of Exits</b>	<b>Min Exit Width</b>
	○ 10-199	2 exits min	72”
	○ 200-499	3 exits min	72”
	○ 500-999	4 exits min	96”

**3103.12.1 Distance to exit** – No more than 100’ ft from all points to an exit.

**3103.12.8 Maintenance of means of egress** – Anchorage must not cross egress.

**3103.12.6 Exit signs** – 50 or more people exits clearly marked at doorways.

**3104.5 Combustible materials** – Hay, Straw, shavings not within assembly tent, except for the daily feeding of animals. Sawdust and shavings utilized for a public performance or exhibit allowed provided they are kept damp.

**3104.16.2 Location of LPG** – Outside/safety release valves pointed away

< 500 gal 10’ away

> 500 gal 25’ away

**3104.19 Separation of generators** – Minimum of 20’ ft from the tent.

**3104.17.1 Flammable and combustible liquids Use** – No Flammable-liquid-fueled equipment inside.

**3104.17.2 Flammable and combustible liquid Storage** – Stored outside at least 50’ ft away from the tent.

**605.5 Extension cords**

**605.5.2 Ampacity** – Can’t string extension cords together. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.

**3103.2.1 Multiple tents** – The aggregate area of multiple tents separated by less than 12' ft shall not be exceeded 900 sqft.

**3103.8.1 FD Access** – Fire apparatus access roads shall be provided.

**106.3.1 Observations – Tent Stage exceed 2.5 ft height shall be approved by building official.**