

City of La Porte

Fire Marshal's Office

TENT, CONCESSION STANDS & VENDOR BOOTH PERMIT

General Information			
Type of Permit (select one):	<input type="checkbox"/> Tent	<input type="checkbox"/> Concession Stand	<input type="checkbox"/> Vendor Booth
Project Name:			
Project Address:			
Specific location of Project:		Tent Square Foot:	
Date:		Duration of Project:	
Person Submitting Plans:		24-hour Emergency Contact Number:	

Inspections -

The City of La Porte Fire Marshal's Office shall conduct an inspection for the approval of the permit application prior to the area being accessible to the public. Inspection scheduling is subject to personnel availability. All inspection requires at least 72 hours advanced notice. **The Installer shall be on site during the inspection.** The User is also encouraged to be on site at the time of any required inspection. Upon the inspector's arrival, the structure shall be completely erected and compliant with all applicable code requirements. A copy of this document, application, appropriate copies of certifications, site plan, and permit shall be available for the inspector and shall remain posted in a conspicuous place from the duration of this permit.

Definitions -

Tent -

A tent is a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Canopy -

A canopy is a temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

Membrane Structure -

A membrane structure is an air-inflated, air-supported, cable, or frame covered structure as defined by the International Building Code, which is erected for fewer than 180 days and not otherwise defined as a tent, canopy or awning.

FIRE MARSHAL'S OFFICE USE ONLY	
Date of Review: _____	Reviewed By: _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Require Follow-up: <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____	
Fee's Due: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount Paid: _____	
Date Paid: _____	

Tent Setup and Daily Checklist

YES	Item to Verify	NO	Corrective Action
<input type="checkbox"/>	Is tent at least 20 feet from any property lines?	<input type="checkbox"/>	Do not occupy or use tent. Tent needs to be relocated a minimum of 20 feet from any property lines.
<input type="checkbox"/>	Is tent within 20 feet of any building?	<input type="checkbox"/>	Do not occupy or use tent. Tent needs to be relocated a minimum of 20 feet from any building.
<input type="checkbox"/>	Is tent within 20 feet of another tent?	<input type="checkbox"/>	Evaluate all tents within 20 feet of each other as a single tent meeting all applicable requirements.
<input type="checkbox"/>	Is tent within 20 feet of parking?	<input type="checkbox"/>	Restrict parking or relocate tent at least 20 feet from parking.
<input type="checkbox"/>	Is tent within 20 feet of any internal combustion engines?	<input type="checkbox"/>	Do not use internal combustion engine until relocated at least 20 feet from tent.
<input type="checkbox"/>	Are "No Smoking" signs posted inside and outside?	<input type="checkbox"/>	Do not occupy or use tent unless no smoking signs are posted and enforced.
<input type="checkbox"/>	Are fireworks and unapproved open flames prohibited inside and outside the tent?	<input type="checkbox"/>	Do not occupy or use tent unless fire works and all unapproved open flames are prohibited in the tent and within 20 feet of exterior of tent.
<input type="checkbox"/>	Are all points in the tent within 100 feet of an exit?	<input type="checkbox"/>	Do not occupy or use tent unless sufficient nearby exits are provided.
<input type="checkbox"/>	Are exits open and uncovered?	<input type="checkbox"/>	Do not occupy or use tent unless all required exits are functional.
<input type="checkbox"/>	Are all aisles at least 44 inches wide? Do aisles increase in width where required?	<input type="checkbox"/>	Do not occupy or use tent unless proper aisle widths are maintained.
<input type="checkbox"/>	Is the Occupant Load posted appropriately?	<input type="checkbox"/>	Do not occupy or use tent unless the correct occupant load is posted appropriately.
<input type="checkbox"/>	Ensure "Exit" signs are posted and clearly visible.	<input type="checkbox"/>	Do not occupy or use tent unless required "Exit" signs are provided.
<input type="checkbox"/>	Ensure "Exit" signs are illuminated	<input type="checkbox"/>	Do not use or occupy tent unless illuminated exits are provided
<input type="checkbox"/>	Is a label permanently affixed to the structure bearing the identification of size and material type?	<input type="checkbox"/>	Do not use or occupy tent unless label is present.
<input type="checkbox"/>	Are 2A:10B:C Fire extinguishers provided	<input type="checkbox"/>	Do not use or occupy tent until sufficient, properly sized, fire extinguishers are provided
<input type="checkbox"/>	Weeds and other combustible vegetation shall be removed from within 30 feet of the tent area.	<input type="checkbox"/>	Do not use or occupy the tent unless combustible vegetation has been removed from the specified area.
<input type="checkbox"/>	The floor surface inside, including the grounds adjacent to or within 30 feet outside of tents, canopies, and temporary membrane structures.	<input type="checkbox"/>	Do not use or occupy the tent unless combustible waste is removed or stored in proper containers.

NOTES:

Occupant Load and Exiting Requirements Worksheet

Step 1	Check the type of use of the Tent(s) from the table below and enter in the corresponding Occupant Load Factor (OLF) into the appropriate space in Step 2.		
	TENT USE	OCCUPANT LOAD FACTOR (OLF) (Square footage per person)	
	<input type="checkbox"/> Assembly – Concentrated use (Chairs only, not fixed)	7	
	<input type="checkbox"/> Assembly – Un-concentrated use (Tables and chairs)	15	
	<input type="checkbox"/> Retail and all other uses.	30	
Step 2	A) Enter the Length and Width of each tent in the appropriate space below. B) Multiply each length and width to determine the individual tent total in square feet. C) Divide the individual tent area by the OLF (from step 1) and enter it as Occupant Load.		
	Tent 1: _____ X _____ = _____ ÷ _____ = _____ <i>(Length) (Width) (Area) (OLF) (Occupant Load)</i>		
	Tent 2: _____ X _____ = _____ ÷ _____ = _____ <i>(Length) (Width) (Area) (OLF) (Occupant Load)</i>		
	Tent 3: _____ X _____ = _____ ÷ _____ = _____ <i>(Length) (Width) (Area) (OLF) (Occupant Load)</i>		
Step 3	For each tent occupant load determine the total number of exits and the minimum required width of each exit. Enter the corresponding Required Number of Exits and Minimum Width of each Exit in appropriate space in Step 4.		
	Occupant Load <i>(number of people)</i>	Required Number of Exits	Minimum Width of each Exit <i>(measured in inches)</i>
			Tent
			Membrane
	1 – 9	1	72
	10 – 199	2	72
	200 – 499	3	72
	500 – 999	4	96
	1,000 – 1,999	5	120
	2,000 – 2,999	6	120
	Over 3,000	7	120
Step 4	Using the occupant load that was calculated in step 2, list number of Exits and Minimum Width of each Exit from step 3.		
	Tent 1: _____ _____ <i>(# of Exits) (Width of Each Exit)</i>		
	Tent 1: _____ _____ <i>(# of Exits) (Width of Each Exit)</i>		
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