



Albany Fire Department

APPLICATION OPERATIONAL PERMIT – TENTS

(Per Oregon Fire Code (OFC) 105.6.47 and OFC Chapter 31)

Applicant name (responsible party): _____

Applicant email: _____

Applicant address: _____

Applicant cell phone number (must be available during event): _____

Date(s) of use: _____ Inspection setup time: _____

Site address: _____

Size of tent (width, length, and height; in feet): _____

Manufacturer's name: _____

Flame retardant certification / last date treated (if applicable): _____

Plot plan attached to application (is required): Yes No

Occupant load (maximum number of people inside tent): _____

Apply for [Temporary Merchant & Vendor License](#) with City of Albany: Yes No n/a

Other pertinent information: _____

Issued by: _____ Date: _____

Permit Fee: **\$125.00** payable in-person: Fire Station 11, 611 Lyon Street SE, Albany, OR 97321;
by mail: Albany Fire Department, PO Box 490, Albany, OR 97321; or by phone: 541-704-2332 (Kate Hennessy)

**PROVISIONS OF THE OREGON FIRE CODE CHAPTER 31 SHALL APPLY TO THE ISSUANCE OF THIS PERMIT.
THE ATTACHED CHECKLIST SHALL BE ON-SITE.**

LIABILITY: THIS PERMIT DOES NOT RELIEVE THE PERMITTEE FROM CRIMINAL OR CIVIL LIABILITY FOR DAMAGES ARISING FROM EVENTS OCCURING UNDER HIS/HER CONTROL. VIOLATIONS OF THE REQUIREMENTS MAY RESULT IN THE ISSUANCE OF A CITATION OR CIVIL PENALTY.

I have read and understand the above and agree to the conditions.

Applicant signature: _____ Date: _____

(Signature)

OFC TENT & MEMBRANE STRUCTURE CHECKLIST

(It is the responsibility of the permit applicant to verify these requirements are met)

Permit Requirements:

- A tent permit is required for tents greater than 400 sq. ft. in area if not open on all sides, and greater than 700 sq. ft. in area if open on all sides. A copy of the permit and the checklist shall remain available on the site during setup and operation.
- A plot plan with dimensions and required distance information shall be attached to the permit application.
- If tables and chairs, merchandise displays, etc. will be set up within a tent, a separate diagram including dimensions shall be provided.
- A copy of the Flame Retardant Certification with the last date of treatment shall be attached to the permit application.
- Available contact person(s) names and phone number(s) shall be clearly printed on the permit form.

Location (Minimum Required Distances):

- 12' unobstructed fire break
- 20' from lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines
- 20' from combustible vegetation, 30' from combustible waste
- 50' from fuel dispensing locations
- 50' from other structures unless joined together by a corridor (tents 15,000 sq. ft. or more only)
- 50' from combustible liquid storage
- 10' from LP gas containers with a capacity of 500 gallons or less
- 25' from LP gas containers with a capacity of more than 500 gallons

Access

- Minimum 12' unobstructed firebreak passageway or fire road maintained on all sides of tent
- Minimum 3' clearance from fabric envelope to all contents located inside membrane structure

Exits/Egress/Aisles

- Shall be spaced at approximately equal intervals around the perimeter of the tent, canopy, or membrane structure, and shall be located such that all points are 100 feet (30 480 mm) or less from an exit.
- Shall be clearly marked and unobstructed.
- Shall remain open (unless covered with a fire resistant sliding curtain) or have exit doors swinging in the path of exit travel.
- Minimum aisle widths:
 - 24" in areas serving employees only, but not less than the width required by the number of employees served.
 - 44" for seating areas, increased in width to provide at all points not less than 1' of aisle width for each 50 persons served by such aisle at that point.
- Minimum height 8' to guy wires, guy ropes, and other support members crossing means of egress
- Shall have at least one exit and not less than the number of exits required by Table 3103.12.2 The widths of the means of egress required by Table 3103.12.2 shall be divided approximately equally among the separate means of egress. The total width of means of egress in inches (mm) shall not be less than the total occupant load served by a means of egress, multiplied by 0.2 inches (5 mm) per person.
- Maximum occupancy sign shall be posted near the main entrance when occupant load > 49 people.

Signage/Exit Illumination/Emergency Power

- Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
- The means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
- Emergency power shall be required for occupant loads of over 300.
- Smoking shall not be permitted in tents, canopies, or membrane structures. Approved "NO SMOKING" signs shall be conspicuously posted in accordance with Section 310.

Anchorage

- Tents, canopies, or membrane structures and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official. (Note: water barrels are not permitted as an acceptable anchoring material unless the weather forecast would support this method.)

Heat Sources/Cooking

- Fireworks shall not be used within 100 feet (30 480 mm) of tents, canopies, or membrane structures.
- 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). Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a tent, canopy, or membrane structure.
- Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.
- Heating and cooking equipment shall be installed in accordance with the International Mechanical Code and the International Fuel Gas Code.

Portable fire extinguishers shall be provided as follows:

- Minimum "2A:10B:C" rating
- Located preferably near exits
- Maximum travel distance to an extinguisher = 75'

Table 3103.12.2: Minimum Number of Means of Egress and Means of Egress Widths from Temporary Membrane Structures, Tents, and Canopies

Occupant Load	Minimum # of Means of Egress	Minimum Width of each Means of Egress (inches) – Tent	Minimum Width of each Means of Egress (inches) – Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

Occupant Load Factor (sq. ft. per occupant): Assembly (Standing only)=5; Assembly (Chairs)=7; Assembly (Tables and Chairs)=15; Mercantile=30