



Office of the Fire Marshal

Tent Permit

Submission Date _____

Event : _____ Event Date: _____

Location : _____ Time: _____

Sponsored by: _____

Request submitted by: _____ Contact # _____ Email _____

According to International Fire Code and the University of South Alabama's guidelines, all tents and canopies must be permitted. This applies to all tents larger than 10 x 10, 10 x 12, or over 400 sq. ft.

Tent Size(s) _____

Is a Dig Permit required as per USAs Tent Guidelines for this tent? Yes____ No____

Approved _____ By _____ Date _____

Additional comments

The information provided in this sections is for your use and will be completed by the AHJ prior to the event.

_____ An approved "Dig Permit" is obtained prior to erection of a tent.

_____ A Certificate of Flame Resistant or other approval by testing as evidence of the required fire resistance. Tent and canopy must be erected in accordance with manufacturer recommendations, industry standards, and code requirements.

_____ Tents with sides attached with capability of being enclosed must meet these requirements even if it is intended to remain open during the event.

_____ Exits are based on the occupancy capacity and must have a minimum width of 36 inches and the exit height of not less than 7 feet. Guy ropes must not cross an exit. Occupant Load of 10-199 shall have 2 means of egress.

_____ Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, or tents or membrane structures, parked vehicles or internal combustion engines.

_____ Cooking within a tent is prohibited.

_____ When multiple tents are used, an unobstructed fire break passageway not less than 12 ft wide and free from guy ropes and obstructions shall be maintained on all side of all tents.

_____ Stakes must be covered, capped or sufficiently protected. Use of warning tape is acceptable in low traffic areas.

_____ Fire extinguisher (dry chemical, ABC) is required and shall be mounted as to be easily seen.

_____ Smoking is prohibited in any tent or canopy.

_____ Any electrical components utilized within the tent is subject to approval by the Fire Marshal and/or the Safety and Environmental Compliance.

_____ Wind / weather conditions shall be monitored the day of the event.



Safety and Environmental Compliance / Fire Marshal

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