



**REQUEST FOR PERMIT  
TO ERECT TENT  
CITY OF FORT WORTH**

Distribution: 1 copy Applicant 1 copy Fire Department 1 copy Planning/Development	Date Request Received  <hr/> Permit Number									
Name and Address of Organization(s) Requesting Permit:										
Person Responsible for Erection and Use of Tent: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Name</td> <td style="width: 33%; border: none;">Address</td> <td style="width: 33%; border: none;">Phone Number</td> </tr> </table>		Name	Address	Phone Number						
Name	Address	Phone Number								
Location of Tent:	Zoning District: _____									
Purpose of Tent:	Public Assembly _____ Retail Sales _____									
Description of Tent (with exact number if multiple):										
Requested date of Erection and Length of Permit:										
I agree to meet the requirements of Chapter 24 of the 2003 International Fire Code as adopted by the City of Fort Worth and all other regulations and ordinances of the City and acknowledge that violation of any of the regulations and ordinances will result in immediate revocation of this permit.  <p style="text-align: center;"><b>Signed:</b> _____ (Applicant)</p>										
I give the above signed representative permission to erect a tent on my property at the stated location for the stated time period.  <p style="text-align: center;"><b>Signed</b> _____ <b>(Property Owner/Agent)</b>  <small>(Name and employee ID for city property)</small></p>										
Planning/Development Department: The request for permission to erect a tent at the above location is:  <table style="width: 100%; border: none;"> <tr> <td style="width: 35%; border: none;">_____ Approved</td> <td style="width: 65%; border: none;">By: _____</td> </tr> <tr> <td style="border: none;">_____ Disapproved</td> <td style="border: none;">Title: _____</td> </tr> </table>		_____ Approved	By: _____	_____ Disapproved	Title: _____					
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_____ Disapproved	Title: _____									
Fire Prevention Bureau: The request for permission to erect a tent at the above location is:  <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">_____ Approved</td> <td style="width: 70%; border: none;">By: _____</td> </tr> <tr> <td style="border: none;">_____ Disapproved</td> <td style="border: none;">Title: _____</td> </tr> </table>	_____ Approved	By: _____	_____ Disapproved	Title: _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>PAID</b></td> </tr> <tr> <td style="border: none;">Amount: _____</td> </tr> <tr> <td style="border: none;">Date: _____</td> </tr> <tr> <td style="border: none;">By: _____</td> </tr> <tr> <td style="border: none; text-align: center;"><small>(initials)</small></td> </tr> </table>	<b>PAID</b>	Amount: _____	Date: _____	By: _____	<small>(initials)</small>
_____ Approved	By: _____									
_____ Disapproved	Title: _____									
<b>PAID</b>										
Amount: _____										
Date: _____										
By: _____										
<small>(initials)</small>										
Comments:										

## **TENT PERMIT REQUIREMENTS**

(not all inclusive)

Final approval subject to inspecting Fire Marshal

### **2403.4 Permits.**

Permits shall be required as set forth in Sections 105.6 and 105.7.

### **2403.8.2 Location.**

Tents, canopies, or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

### **2404.5 Combustible materials.**

Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or air-supported structure shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 20 feet (6096 mm) from the structure. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

### **2404.6 Smoking.**

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

### **2404.7 Open or exposed flame.**

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) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

### **2404.11 Clearance.**

There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

### **2404.12 Portable fire extinguishers.**

Extinguishers shall be provided as required by Section 906. Generally, one 2A-10BC for each 3,000 square feet with a maximum travel distance of 75 feet. Extinguishers shall be maintained and serviced annually (as denoted by a currently dated tag attached to the extinguisher.)

### **906.6 Unobstructed and unobscured.**

Fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstruction cannot be completely avoided, means shall be provided to indicate the locations of extinguishers.

### **2404.15.3 Location.**

Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

### **2404.15.5 Cooking tents.**

Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet (6096 mm).

### **2404.17.2 Flammable and combustible liquid storage.**

Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15240 mm) from tents, canopies or membrane structures. Storage shall be in accordance with Chapter 34.

### **2404.18.2 Fuel systems.**

Vehicles or equipment shall not be fueled or defueled within the tent, canopy or membrane structure.

### **2404.18.2.3 Closure.**

Fuel tank openings shall be locked and sealed to prevent the escape of vapors.

### **2404.18.3 Location.**

The location of vehicles or equipment shall not obstruct means of egress.

### **2404.18.5.2 Fueling.**

Refueling shall be performed outside of the structure in accordance with Section 2404.17.3.

### **2404.18.5.3 Spills**

Fuel spills shall be cleaned up immediately.

### **2404.21 Vegetation removal.**

Combustible vegetation shall be removed from the area occupied by a tent, canopy or membrane structure, and from areas within 30 feet (9144 mm) of such structures.

### **2404.22 Waste material.**

The floor surface inside tents, canopies or membrane structures and the grounds outside and within a 30 foot (9144 mm) perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

Reprinted from 2003 International Fire Code.