

TENTS AND CANOPIES

Periodically residents will host an event using tents or canopies. The following guidelines should be used to determine if a permit is required.

Canopies: A structure, enclosure, or shelter constructed of fabric or pliable materials, without sidewalls or drops on seventy-five percent (75%) or more of the perimeter.

Tents: A structure, enclosure, or shelter constructed of fabric or pliable materials, supported in any manner.

Permits are required when:

1. Canopy exceeds seven hundred (700) square feet
2. Tent exceeds four hundred (400) square feet
Exception: Tents used exclusively for recreational camping purposes

Documents required for permit application:

1. Construction documents: Provide detailed site and floor plans.
 - a. Floor plan shall indicate details of means of egress (exits), seating capacity, arrangement of seating
 - b. Location and type of any heating and/or electrical equipment.
2. Site drawing:
 - a. Tents or canopies shall not be located within fifty feet (50') of the property lot lines.
 - b. Tents shall not be closer than twenty feet (20') to buildings, other tents, parked vehicles, or internal combustion engines.
 - c. Statement of duration of installation, e.g. copy of vendor's contract.

When a permit is issued, an inspector will check for the following conditions:

1. Exits
 - a. Number of exits
 - b. Exit distribution (spacing)
 - c. Aisles
 - d. Exit signs
 - e. Exit illumination
2. Certification of fabrics (non-flammable)
3. Proximity of combustible materials
4. "No Smoking" signs
5. Proximity of open flames and cooking
6. Portable fire extinguishers or water supplies
7. LP gas storage and handling
8. Other fire and life safety hazards

Please contact the Building Department directly at 847-551-3003 if there are any questions.