

Los Alamos Fire Department Fire Marshal's Office

Permit and Submittal Requirements for Canopies, Tents & Membrane Structures



LOS ALAMOS

If you have any questions or comments regarding the information contained within, or if you need assistance interpreting these requirements, please contact:

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LOS ALAMOS FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

TENTS, CANOPIES AND MEMBRANE STRUCTURES

These guidelines are to be followed when a group, facility, residential subdivision, or multi-family dwelling unit, within the County of Los Alamos, requests the use of a temporary structure. A temporary structure shall be a tent, canopy, air-supported, air-inflated or tensioned membrane structure.

**THERE IS A \$50 PERMIT FEE FOR EACH TENT
FEES SHALL BE DUE AT THE TIME OF PERMIT SUBMITTAL**

WHEN REQUIRED

1. A permit shall be required when the membrane structure has an area in excess of 400 sq. ft.
2. For uses where several smaller tents (10 ft. X 10 ft.) are used and these are located directly adjacent to one another, a permit may be required subject to the review of the Fire Marshal. In no case shall more than 7 10 ft. X 10 ft. tents be located adjacent to each other.

DEFINITIONS

3. **Membrane Structure:** An air-inflated, air-supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent.
4. **Tent:** A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

CROWD MANAGER

5. A crowd manager may be required for larger events where the total number of persons attending exceeds 1,000, or when determined by the Fire Marshal.
6. The minimum number of crowd managers shall be established at a ratio of 1 for every 250 persons.

TENT/CANOPIES REQUIREMENTS

7. A minimum of 20 ft. clear width shall be provided around the tent, and shall be no closer than 20 ft. to lot lines, buildings, other temporary structures, or vehicles. Support ropes and guy wires are not included. Exceptions apply for tents that do not provide cooking operations and comply with Section 3103.8.2 of the IFC.
8. The structure shall not be located within a fire lane or public street, unless approved during the permitting process.
9. Fire apparatus access roads shall be provided.
10. Smoking, cooking or use of open flames in the tent shall not be permitted. If cooking is to be used, a separate dedicated cooking tent operation shall be used. Additional requirements shall apply.
11. Approved "No Smoking" signs shall be conspicuously posted.
12. Exits, with a minimum width of 6 ft. each, shall be provided and kept clear at all times. The number of exits shall be determined by the occupant load and Table 3103.12.2. Exit signs shall be self-luminous or shall be internally or externally illuminated.
13. A minimum of a 12 foot "fire break" shall be provided around the exterior of the tent/membrane structure that is free of guy ropes or other obstructions.

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14. Certification or affirmation of the following shall be provided from the manufacturer or providing agency:
 - a. Fire resistance rating provided.
 - b. Date last treated.
 - c. Type of chemical.
15. Hay, straw, shavings or similar combustible materials shall not be located within any tent or air-supported structure.
16. Open flame or other devices emitting flames, fire or heat or any flammable or combustible liquids, gas, or charcoal shall not be permitted under the tent or located within 20 ft., unless specifically approved and permitted.
17. Warming of foods and similar operations using solid flammables or other similar devices that do not pose a fire hazard, shall be permitted.
18. If heating and cooking devices are approved, they shall not be located within 10 ft. of an exit or combustible materials. These distances may be increased based upon the type and hazard of the cooking.
19. A minimum of one 2A-10BC fire extinguisher shall be provided for each tent less than 3,000 sq. ft. or less than 75 ft. across.
20. A minimum of 3 ft. clearance shall be provided from the inside material of the tent, canopy or membrane structure and the interior contents.
21. All applicable requirements of IFC Chapter 31, 2015 Tents and Membrane Structures shall be met.

COOKING TENTS

22. Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 ft.
23. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 ft. of a tent, canopy or membrane structure.
24. LP-gas containers (Propane) shall not be located within the tent and shall be a minimum of 10 ft. from all tents, canopies or membrane structures.
25. Flammable or combustible liquids shall not be located within a tent, canopy or membrane structure, and shall be located a minimum of 50 ft. away.
26. Cooking and heating equipment shall not be located within 10 ft. of an exit.

INSPECTION REQUIREMENTS

27. The permit shall be valid only for the dates specifically requested and indicated on the issued permit.
28. Verification of compliance and inspection by the Fire Department shall be required PRIOR to use;
29. All required exits shall be available and kept clear.
30. Fire extinguishers must be in place and operable.
31. Fire resistance label shall be displayed.
32. No combustibles or heating/cooking devices within the tent, unless specifically requested, approved and permitted.
33. Additional inspections based upon the use and hazards.

To expedite the plan review and inspection processes, please refer to the information listed below.

PERMITTING REQUIREMENTS

34. Provide a written description of the use and intent of the temporary structure.
35. Provide a detailed Site Plan and Floor Plan.
36. Indicate if the temporary structures will be tents or canopies.
37. Indicate details of the means of egress and egress pathways under the temporary structure.
38. Seating capacity and layout.

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39. Site plan drawings of the installation location and layout, including primary and emergency power hookups.
40. Copies of the NFPA 701 flame propagation certificate OR documentation the fabric has been treated with a fire retardant material per the requirements of NFPA 701.
41. The submittal package must include and identify all above requirements.
42. No tents, canopies or membrane structures shall be erected on the site until a Permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of Section 113.3 of the 2015 International Fire Code.

GENERAL SUBMITTAL REQUIREMENTS

43. Each submittal shall have a completed **Los Alamos Fire Department Plan Review Permit Application**.
44. Plans approved by the Fire Marshal's Office give authorization for installation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal's Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances.
45. All fire department inspection forms and permits shall be kept on the job site until final inspection.
46. All installations shall comply with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal's Office.

All tents, canopies and membrane structures for the purposes of this guideline and/or any other guidelines or requirements of the Fire Department shall conform to the 2015 International Fire Code, as adopted and amended by County of Los Alamos.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the County of Los Alamos, or determinations and positions of the Fire Chief or Fire Marshal.