

## City of Gainesville's Building Department

### Checklist for Tents

ALL SUBMITTALS FOR CONSTRUCTION PERMITS MUST BE SUBMITTED THROUGH OUR  
ePLAN REVIEW - PROJECTDOX.

All building plans must include the following items and indicate compliance with the current edition of the Florida Building Code.

#### **GENERAL REQUIREMENTS**

<input type="checkbox"/>	Permit Application- provide name of event and dates of event in the description.
<input type="checkbox"/>	Site plan showing location of tent along with distance from property lines, and existing buildings.
<input type="checkbox"/>	Interior layout of the tent showing all exits, interior dimensions, and the location of all displays, equipment, tables, chair, and support poles.
<input type="checkbox"/>	Attachment Details
<input type="checkbox"/>	Certificate of Flame Resistance showing the tent fabric meets the flame propagation performance criteria
<input type="checkbox"/>	Fireworks tent applications cannot be made more than 6 months in advance of the event. These must also include the Special Event Permit issued by Code Enforcement.
<input type="checkbox"/>	Application should be made a minimum of two weeks prior to an even if the application must go into review (anything over 30x30 must go into review)

#### **Documents included in this packet:**

Standard Tent Permit Requirements (Page 2-3)

## **Standard Tent Permit Requirements**

Tents shall be erected to cover not more than 75 percent of the premises, unless otherwise approved by the authority having jurisdiction.

All tent fabric shall meet the flame propagation performance criteria contained in NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.

One of the following shall serve as evidence that the tent fabric materials have the required flame propagation performance:

- (1) A certificate or other evidence of acceptance by an organization acceptable to the authority having jurisdiction.
- (2) A report of tests made by other inspection authorities or organizations acceptable to the authority having jurisdiction.

There shall be a minimum of 10 ft (3050 mm) between stake lines.

Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress.

Where 10ft (3050 mm) between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall govern.

Tents not occupied by the public and not used for the storage of combustible material shall be permitted to be erected less than 10ft (3050 mm) from other structures where the authority having jurisdiction deems such close spacing to be safe from hazard to the public.

Tents, each not exceeding 1200 ft<sup>2</sup> (112 m<sup>2</sup>) in ground area and located in fairgrounds or similar open spaces, shall not be required to be separated from each other, provided that safety precautions meet the approval of the authority having jurisdiction.

The placement of tents relative to other structures shall be at the discretion of the authority having jurisdiction, with consideration given to occupancy, use, opening, exposure, and other similar factors.

The ground enclosed by any tent and the ground for a reasonable distance but for not less than 10 ft (3050 mm) outside of such a tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. The clearing work shall be accomplished to the satisfaction of the authority having jurisdiction prior to the erection of such a tent. The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public.

Smoking shall not be permitted in any tent.

Portable fire-extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations to meet the requirements of NFPA 10.

# Gainesville.

## Citizen centered

## People empowered

Building Division  
306 NE 6<sup>th</sup> AVE, BLDG B  
PH: 352-334-5050  
FAX: 352-334-2207  
E-MAIL: bldg@cityofgainesville.org

Only labeled heating devices shall be used.

Heaters used inside a tent shall be approved.

Containers for liquefied petroleum gases shall be installed not less than 60 in. (1525 mm) from any tent and shall be in accordance with the provisions of NFP A 58, Liquefied Petroleum Gas Code.

Tanks shall be secured in the upright position and protected from vehicular traffic.

Unsecured seats shall be permitted, provided that, in the area used for seating, excluding such areas as dance floors and stages, there is not more than one seat for each 15 ft<sup>2</sup> (1.4 m<sup>2</sup>) of net floor area, and adequate aisles to reach exits are maintained at all times.

Plans drawn to scale showing the arrangement of furnishings or equipment shall be submitted to the authority by the building owner, manager, or authorized agent to substantiate conformance with the provisions of the Life Safety Code.

The layout plans shall constitute the only acceptable arrangement, unless one of the following criteria is met:

- (1) The plans are revised.
- (2) Additional plans are submitted and approved.
- (3) Temporary deviations from the specifications of the approved plans are used, provided that the occupant load is not increased and the intent of the Life Safety Code is maintained.

**Travel Distance to Exits** - Exits shall be arranged so that the total length of travel from any point to reach an exit shall not exceed 200 ft (61 m) in any assembly occupancy, unless otherwise permitted by the following:

- (1) The travel distance shall not exceed 250 ft (76 m) in assembly occupancies protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9. 7.
- (2) The travel distance requirement shall not apply to smoke-protected assembly seating as permitted by the Life Safety Code

**Illumination of Means of Egress** - Means of egress, other than for private party tents not exceeding 1200 ft<sup>2</sup> (112 m<sup>2</sup>), shall be illuminated in accordance with the Life Safety Code.

Emergency lighting shall be provided.

Private party tents not exceeding 1200 ft<sup>2</sup> (112 m<sup>2</sup>) shall not be required to have emergency lighting. Means of egress shall be provided with signs.