



### **Permit Application Submissions:**

All construction and operational permit applications are accepted at the CAFMA Administrative Office, Monday - Thursday from 7:00 am - 4:00 pm. Please allow up to 30 minutes for submission process.

- Construction permit applications shall follow the requirements as set forth in the Central Arizona Fire and Medical Authority (CAFMA) [Fire Protection Standards, 2018 edition](#).
- Construction permits are valid for 180 days from the date of permit approval.
  - Per 2018 IFC 105.3.2: One or more extensions may be granted by the fire code official, following a written request from the permitted contractor which demonstrates justifiable cause. Use the *Permit Extension* link above to request an extension **before** the permit expires.
  - Per 2018 IFC 105.3.1: Once a permit has expired, a fee will apply to reinstate it. Use the *Expired Permit Replacement* link above to replace an expired permit.
- Operational permit applications must be filled out completely, including any required documents as listed on the permit application. Incomplete permit applications will not be accepted.
- Operational permit applications shall be submitted at least 30-days prior to the event or operational activity. Applications not submitted in the proper timeframe will be rejected, which will result in additional fees.
- Per 2018 IFC 105.3.1: Operational permits remain in effect for the duration listed on the permit, or until reissued, renewed, or revoked.

### **Inspections:**

All construction and operational inspections are scheduled through the CAFMA Administrative Office, Monday – Thursday from 7:00 a.m. – 4:00 p.m.

- All inspections shall be scheduled at least 24-hours in advance of the inspection.
- Any inspection cancelled less than 4-hours prior to the scheduled inspection will constitute a failed inspection. This may result in additional fees.
- Inspections that fail to have a permittee in attendance shall constitute a failed inspection. This may result in additional fees.



# TENT OR MEMBRANE STRUCTURE PERMIT APPLICATION

DATE \_\_\_\_\_ PERMIT NO \_\_\_\_\_

EVENT NAME \_\_\_\_\_

EVENT ADDRESS \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ ROC \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

### TENT OR MEMBRANE STRUCTURE PERMIT SUBMISSION REQUIREMENTS:

- COMPLETED PERMIT FORM / PAYMENT OF FEES
- COMPLETED TENT-MEMBRANE STRUCTURE APPLICATION/QUESTIONNAIRE
- EVENT DATE(S): START DATE \_\_\_\_\_ END DATE \_\_\_\_\_
- DATE REQUESTED FOR SITE INSPECTION\*: \_\_\_\_\_

\*We cannot guarantee the Inspector's availability; however, we will do our best to accommodate your request. Site inspections cannot be scheduled prior to obtaining an approved permit.

- Tent or Membrane Structure – Inspection during business hours ..... \$283
- Tent or Membrane Structure – Inspection after business hours..... \$508
- Each Additional Tent – Same vendor, same location..... \$50
- Tent or Membrane Structure – Reinspection ..... \$125
- Unpermitted Tent or Membrane Structure Fee ..... \$849

PERMIT SUBMITTED BY \_\_\_\_\_  
(please print name)

AMOUNT PAID \_\_\_\_\_ CHECK \_\_\_\_\_ CC \_\_\_\_\_

ISSUED BY \_\_\_\_\_

PERMIT PICKED UP BY \_\_\_\_\_  
(please print name)

DATE \_\_\_\_\_

### PERMIT STATUS:

Expiration Date: \_\_\_\_\_



# TENT OR MEMBRANE STRUCTURE PERMIT APPLICATION

## Property Information

Owner \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## Installer Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## Tent or Membrane Structure

Location of Installation \_\_\_\_\_

Size of Each Structure 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Setup Date \_\_\_\_\_ Takedown Date \_\_\_\_\_

- Site plan showing proposed location of tent(s) or membrane structure(s) and distances from buildings.
- Application shall include a copy of the fire retardant certificates for each tent, membrane structure or sidewalls.
- An inspection must be requested and completed with the Fire Prevention Division onsite after structure(s) have been erected before the final approval of the permit will be issued.
- Fire apparatus access shall be provided to each tent or membrane structure.



## TENT OR MEMBRANE STRUCTURE PERMIT APPLICATION

- Tents or membrane structures shall not be located within 20 feet of property lines, buildings, and other tents or membrane structures used for cooking, parked vehicles or internal combustion engines.

**Exception:** Separation distance between tents or membrane structures, not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet. Membrane structures or tents exceeding 15,000 square feet shall be separated not less than 50 feet from any other tent or structure as measured from the sidewall of the tent unless connected by a corridor.
- For the purpose of determining required distances, support ropes and guide wires shall be considered as part of the temporary membrane structure, tent or canopy.
- Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing, per manufacturer's specifications. Documentation of structural stability shall be furnished upon request.
- Floor coverings, bunting, combustible decorative materials and effects, including sawdust used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner.
- Tents and membrane structure shall have a permanently affixed label bearing the following information:
  1. Names and address of the owners of the tent or air supported structure.
  2. Date the fabric was last treated with flame-retardant solution.
  3. The trade name or kind of chemical used in the treatment.
  4. Name of person or firm treating the material.
  5. Name of the testing agency and test standard by which the fabric was tested.
- A minimum of one portable fire extinguishers shall be provided and one additional fire extinguisher for every 3000 square foot.
- Seating arrangement – please provide complete details showing all contents located inside the temporary structure. Seating arrangements in tents or membrane structures and allowed occupant load shall be inspected and approved prior to use.
- Exits shall be spaced at approximately equal intervals around the perimeter of the temporary membrane structure, tent or canopy and shall be located such that all points are 100 feet or less from an exit. Every tent and membrane structure or usable portion thereof shall have at least one exit and not less than the number of exits required.



## TENT OR MEMBRANE STRUCTURE PERMIT APPLICATION

- Exit openings from tents shall remain open unless covered by a flame-resistant curtain, provided:
  1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtains obstructs the exit.
  2. Curtains shall be of a color, or colors, which contrast with the color of the tent.
- Smoking shall not be permitted in temporary membrane structures, tents and canopies or in adjacent areas where hay, straw, sawdust or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.
- Fireworks, open flames and devices capable of igniting combustible materials shall not be used in or adjacent to a temporary membrane structure, tent or canopy, unless otherwise approved.

### Occupant Load of 50 or more

- Exits shall be clearly marked and exit signs provided when the occupant load exceeds 50 or more. Exit signs shall be listed and labeled in accordance with UL 924 and shall be the internally illuminated type or externally illuminated in accordance with IFC 3103.12.6.1.
- The means of egress shall be illuminated with light having an intensity of not less than 1 foot candle (11lux) at floor level while the structure is occupied. Fixtures required for the means of egress illumination shall be supplied from a separate circuit or source of power.

### Cooking associated with the tent structure

- Cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved or in accordance with the currently adopted International Mechanical Code (IMC).

**Exception:** Operations such as warming of foods, cooking demonstrations and similar operations, which do not present an ignition hazard.
- Cooking and heating equipment shall be vented to the outside air by approved means. Where vents or flues are used, all portions of the temporary membrane structure, tent, or canopy shall be no less than 12 inches (305 mm) from the flue or vent. Solid-fuel-burning equipment shall be equipped with spark arrestors having openings not exceeding 1/4-inch.



## TENT OR MEMBRANE STRUCTURE PERMIT APPLICATION

- Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
  
- Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of 20 feet.
  
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a temporary membrane structure, tent or canopy.
  
- Flammable-liquid-fueled equipment shall not be used in temporary membrane structures, tents or canopies flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from temporary membrane structures, tents and canopies.
  
- Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents and canopies.
  
- Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means.
  
- Combustible vegetation shall be removed from the area occupied by a temporary membrane structure, tent or canopy and from areas within 30 feet of such structures. Hay, straw and similar combustible materials shall not be stored inside or within 30 feet of a temporary membrane structure, tent or canopy being used for cooking or public assembly.

Printed Name \_\_\_\_\_

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

This examination of the plans and documents does not relieve the owner, designers, and contractors or their representatives from their individual or collective responsibility to comply with applicable provisions of the codes governing this work. This examination is not to be construed as a check of every item required, including items noted or not otherwise detailed, and does not prevent the Fire Code Official from hereafter requiring corrections of errors in plans or construction.



# TENT OR MEMBRANE STRUCTURE PERMIT APPLICATION

## SITE PLAN

