



FIRE RESCUE

ALBEMARLE COUNTY



460 Stagecoach Road, Suite F Charlottesville, VA 22902-6489
Voice: 434-296-5833 FAX: 434-972-4123

www.ACFireRescue.org

TEMPORARY TENTS/CANOPIES INSTRUCTIONS & CHECKLIST

Instructions:

1. Review the requirements for permits, application processing, and plans review.
2. Submit the completed application and all required attachments (via telephone, e-mail, or online) to our office not less than five (5) business days prior to the event.

I. PERMIT REQUIREMENTS & CONTACTS

- Fire Prevention Permit (\$100 Fee)

Albemarle County Department of Fire Rescue
Office of the Fire Marshal
460 Stagecoach Road, Suite F
Charlottesville VA, 22902
Voice: 434.296.5833
FAX: 434.972.4123
E-Mail: jgould@albemarle.org

SFPC §2401.2: Approval shall be obtained from the fire code official for erecting or the use of a *tent exceeding 900 square feet and over 50 people or canopies exceeding 700 square feet*. A Fire Prevention Code Permit is required. Inflatable amusement devices are generally not considered to be in this category. Per SFPC 2003, subsection 2402.1, and USBC 2003, section 202, a canopy is open without sidewalls or drops on 75 percent or more of the perimeter and is supported by the building to which it is attached and at the outer end by at least one stanchion.
(Note: Inflatable amusement devices are not generally considered to be in this category.)

- Other Permits

Please be aware that you will also need to contact the following department regarding your tent/canopy for the following possible permits: building permit, electrical permit, and mechanical permit.

Albemarle County
Department of Community Development
Inspections Division
401 McIntire Road
Charlottesville, Virginia 22902-4596
Voice: 434.296.5832
FAX: 434.972.4012

II. PERMIT APPLICATION PROCESS

- Submit permit application (available online or by telephone) along with site and tent plans to our office. There is a fee of \$100.00 for this permit. Acceptable methods of payment are cash and check. We are unable to accept credit or debit cards at this time.
- If submitting permit application and site/tent plans online, we will call you for further information and to schedule a date for the inspection. If you are submitting a permit application and site/tent plans over the telephone, we will schedule a date for the inspection at that time.
- Please be aware that we need a minimum of not less than five (5) business days notice prior to your event before an inspection can occur.

III. SITE & TENT PLANS REVIEW REQUIREMENTS

All plans shall use an acceptable scale such as 1:10 (1 inch equals 10 feet).

1. Site/Location Plan

- a. Site/Location plan shall clearly show the following on each drawing:
 - Location name and address where tent is to be erected.

“ We will provide the highest quality services to protect and preserve the lives, property, and environment of our community.”

- Date(s) of event.
- Size of tent (length in feet by width in feet). If multiple tents are used, all tents must be shown, including the firebreak distance between tents.
- Distance from tent to any combustible materials, including combustible trim on adjacent buildings. SFPC-§ 2406.4 requires a tent less than 15,000 square feet to be a minimum of 20' distance from any combustibles and a tent over 15,000 square feet to be a minimum of 50' distant.
- Number of guests, wait staff, and any other persons (e.g., DJ).

2. Tent Plan

a. Tent plan shall clearly show the following on each drawing:

- Scaled layout of tables & seats, with proper size of tables and seats shown around the tables. Allow 19" radius from the perimeter edge of the tables for seats, 36" clearance between the fabric sides of the tent and all contents within the tent, and a minimum of 12" between chair-backs placed back-to-back. If standing only (no seats), then state such on the plan. If a dance floor, stage, or platform is used show these items on the plan.
- Scaled layout of aisles. Aisles shall not be less than 44" wide and shall be maintained at all times. All aisles shall lead to designated exits with exit signs. See table below for requirements regarding the minimum number of exits required based upon occupancy load.

OCCUPANT LOAD	MINIMUM NO. OF DESIGNATED EXITS
10 to 199	2
200 to 499	3
500 to 999	4
1,000 to 1,999	5
2,000 to 2,999	6
Over 3,000	7

- An "EXIT" sign installed above all designated exits. If there are sides on the tent or use is at night, the exit signs shall be illuminated and shall also have emergency white lights.
- The location of any walls attached to the tent.
- The location and type of any approved heating, air-conditioning, and/or electrical equipment being used.
- The location of at least two (2) fire extinguishers. Minimum size: 2A10BC.
- The location of not less than four (4) "NO SMOKING" signs.

3. Flame Resistance Certificate(s)

a. A flame resistance certificate shall be submitted for each tent/canopy and have the following clearly identified on each certificate:

- Date, time, and address of the event
- Manufacturer/Applicator
- Certification number
- Tent/canopy fabric, size, and number of sections

4. Requests for Approval of Use of Open Flames, Devices Emitting Fire, Flame or Heat, any Flammable or Combustible Liquid, Gas, Charcoal, or Other Cooking Devices (including warming trays)

- A request shall be submitted for the use of open flames, devices emitting fire/flame/heat, any flammable/combustible liquid/gas/charcoal, or other cooking devices, including warming trays.
- Include any manufacturer's documentation, pictures, and/or samples.
- The location of these activities shall be clearly noted on the plans. They shall not be permitted inside of or within 20' of the guest tent(s) without approval.

5. Interior Use and Decorative Materials Within a Tent or Canopy

- Approval shall be obtained prior to the use of open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices. A class K rated portable fire extinguisher shall be installed no more than 30' from any cooking equipment using animal or vegetable oils and/or fats.
- Combustible vegetation and/or waste materials shall be removed from the area occupied by the tent.
- Combustible and/or decorative material shall not be hung from the underside of the tent.