



Phoenix Fire Department

Fire Prevention

Tent/Canopy Permits Application – Plan Submittal Required

<input type="checkbox"/> First tent over 800 square feet F450	Permit Fee: \$540	= _____
<input type="checkbox"/> First canopy over 1,200 square feet F451	Permit Fee: \$270	= _____
<input type="checkbox"/> Each air-supported temporary membrane structure	Permit Fee: \$540	X _____ = _____
<input type="checkbox"/> Each additional tent or canopy (at same site):	Permit Fee: \$135	X _____ = _____
Late Fee --	# of days _____	X \$25 = _____

Note: Tent permit submittals shall be 10 business days in advance of the event. A fee of \$25 per day progressive penalty shall be assessed for permit applications not submitted 10 business days prior to the event.

Total due on submittal of application = _____

Zoning approval for location of tent/canopy is required. Tent/canopy plans will be reviewed by the Fire Department at a later time, but must be included with the packet.

Business Information		
Name of Event:		
Name of Location:		Event Address:
Tent Company:		Tent Co. Address:
Tent Co. Phone:		Tent Co. Fax:
Tent Contact Name:		Phone:
Event Date(s):	Event Times:	Set-Up Date:
Distance to Buildings:	Size of Tent(s):	Size of Canopy(s):
Electrical Contractor Name:		Phone:
On-site Event Contact:		Cell Phone:
Desired Inspection Date:		Desired Inspection Time:
Payment is due at the time of application submittal.		
Permit questions call: 602-262-6771 or online at www.phoenix.gov/fire/fireprevention Phoenix Fire Department Fire Prevention 150 S. 12 th Street Phoenix, AZ 85034		
FP OFFICIAL USE ONLY		
Payment Received:	Check #	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cash
Date Received:		Received By:

See attached documentation for description of conditions that must be met prior to the issuance of this permit.



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TENT/CANOPY PERMIT PACKET

In this packet you will find the following:

- Tent/Canopy Permit Procedure
- Tent/Canopy Procedural Checklist
- Fire Department Tent/Canopy Permit Application
- Fire Department Tent/Canopy Permit Checklist

Contact numbers for questions are listed below:

-- **Zoning** Requirements: 262-7131

-- **Electrical** Permit Requirements: 262-7884

For a specific electrical inspection time and/or date, select option #2 and leave specific instructions for a supervisor.

-- **Fire Department** Tent & Canopy Permit Requirements: 262-6771



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TENT/CANOPY PERMIT PROCEDURES

The purpose of this procedure is to guide the customer through the application process. The attached "Procedural Checklist" serves as a sign-off sheet for the various city departments that participate in the process.

WHEN IS A PERMIT REQUIRED?

If you are erecting a tent in excess of 800 square feet, or a canopy in excess of 1200 square feet, you must obtain a tent/canopy permit from the fire department. You are required to submit a detailed site plan of the tent/canopy location including interior use plans with your permit application. **This must be submitted TEN days prior to the event.** If you have not already done so, you may use the "tents/canopy permit checklist" to prepare your plans.

DETERMINING WHO YOU NEED TO TALK TO:

If you are planning to put up a tent, canopy, or other temporary membrane structure, you will need to talk with various City departments. All departments can be contacted at City Hall at 200 W. Washington Street.

STEP 1: (Zoning) first, you will need to talk to the DSD Zoning counter representative to determine if the tent/canopy can be erected at the proposed location. If the Zoning Ordinance allows tents/canopies to be erected at the proposed location, the Planning Department representative will sign off on the "Tent/Canopy Procedural Checklist". If the Zoning Ordinance does not allow tent/canopies to be erected at a given location, you will need to talk with a Planning Department representative about the possibility of obtaining a Use Permit, or you will need to consider relocating the tent/canopy to a site where the zoning is appropriate.

STEP 2: (Construction) If, any electrical service is to be provided for the tent/canopy, you must use a licensed electrical contractor and obtain an electrical permit for installation. You will need to talk with a DSD representative at the Commercial Plans Review counter. This is an "over-the-counter" permit, and requires field inspection and approval prior to the event. The fire department will not issue a tent/canopy permit without an electrical inspection. If there is no electrical service, mark the "No" box under the Electrical Permit section of the "Tent/Canopy Procedural Checklist".

Bleachers will be addressed at this step. You will need to submit engineered structural plans and calculations for bleachers.

STEP 3: (Tent/Canopy Permit and Plans Submittal) an Engineering Technician at the Fire Plans Review Submittal counter on the 10th floor will review your submitted paperwork, total the applicable fees, and collect the amount owed. You will receive all "over-the-counter" permits that can be issued at this time. The Tent/Canopy Permit Packet will be forwarded to the Fire Prevention Specialist who will be handling the issuance of your tent/canopy permit. He or she will review the submitted information and contact you if additional information is required. Once the submittal has been approved, the fire department will contact you to arrange for an on-site inspection. Upon successful completion of the on-site inspection, the tent/canopy permit will be issued.



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TENT/CANOPY PROCEDURAL CHECKLIST

Please indicate if application is for: Tent or Canopy

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Address where tent/canopy is to be erected: _____

Phoenix, AZ _____

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STEP 1: ZONING APPROVAL Approved
 Date: _____
 _____ Planning Department Representative
 Event Dates: _____ To: _____
 Location: _____

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STEP 2: CONSTRUCTION PERMIT
 Electrical Is electrical service provided to the tent/canopy?
 yes no
 Permit for Bleachers* Required
 *Plans must be submitted to Development Services with application

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STEP 3: TENT/CANOPY PERMIT Required Not Applicable
 If Required Tent/Canopy Permit Application Filled Out
 Site Plan Attached
 Safety Checklist Attached

PLANS SUBMITTAL
 All "over-the-counter" Review Complete
 Tent/Canopy Permit Packet Complete
 All Fees Paid
 "Over-the-counter" Permits Issued

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PHOENIX FIRE DEPARTMENT TENTS/CANOPY AND TEMPORARY MEMBRANE STRUCTURES Permit Checklist

Applies to: Tents over 800 square feet, and canopies over 1200 square feet. Site plans and floor plan must reflect the following requirements and be submitted with application.

- Plans submitted and approved by Phoenix Fire Department.
- Tent/canopy location and layout are according to approved plans.
- Appropriate fire extinguishers are provided. A minimum of two 2A:10BC extinguishers are required for 400 - 1000 square feet. Provide one additional extinguisher for each 2000 square feet. A minimum of one 2A:10BC extinguisher for kitchen or mess hall, and a minimum of one 40BC extinguisher for each generator or transformer.
- Heating and cooling equipment shall not be located within 10 feet of exits, aisles, passageways, or combustible materials.
- Where LPG is used, flame shall be kept a minimum of 10 feet from LPG containers and LPG container shall be 10 feet from tent/canopy. Heating devices shall be kept a minimum of 10 feet from tent/canopy walls.
- Combustible materials such as hay, straw, sawdust, shavings or similar materials are prohibited unless flame retardant.
- "No Smoking" signs shall be posted in conspicuous locations throughout the tent/canopy.
- Open flame devices are not permitted. Exception: When approved by the Chief.
- Emergency lighting is installed in all tents.
- All weeds and dry vegetation within 30 feet of tent/canopy have been removed.
- Hay, straw, trash, and other flammable material shall not be stored within 30 feet of any tent/canopy.
- Occupant load sign is posted in a conspicuous location.
- Travel distance does not exceed more than 100 feet to any exit.
- Doorway to remain open, or it must be covered by a flame retardant curtain of contrasting color, minimum height to be not less than 8 feet.
- Aisle ways for seating not less than 44 inches.
- Exit illumination - exits shall be lit at all times when occupied, with lighting not less than one foot candle at floor level.
- Seating to comply with Phoenix Fire Code Article 25, 2501.10.