

# TENT & OTHER MEMBRANE STRUCTURES BUILDING PERMIT REQUIREMENTS & REGULATIONS

## CITY OF PLANO BUILDING INSPECTION DEPARTMENT

**CONSTRUCTION DOCUMENT SUBMITTALS:** One set of the following items are required for plan review (drawings must be submitted along with a completed permit application form):

1. Site plan showing all property lines, existing building, parking spaces, driving aisles, fire lanes, and tent location (dimensioned to the property line and other buildings).
2. Certificates of flame resistance. This certificate must indicate:
  - a. Identification and size of tent.
  - b. Type of fabric.
  - c. Trade name of chemical used to treat the fabric.
  - d. Name of the person or firm who treated the fabric.
  - e. Name and address of the owner of the tent.
  - f. Date the fabric was last tested.
3. A permit is required to erect or operate a tent or air-supported structure in excess of 400 sq. ft. or area and located in a location other than a residential home.
4. Start and End date for event is required.

**FEES:** Refer to the fee schedule for applicable fees

**NOTE:** Tents shall be located behind building line setback. Contact Engineering Department for an approved site plan.

1. Tents shall not be located within 20 feet of property lines, buildings, temporary structures, parked vehicles or internal combustion engines.
2. No smoking or open flames are permitted in the tent and "No Smoking" signs must be conspicuously posted.
3. At least one type 2A:10BC fire extinguisher must be provided in each tent for every 3,000 sq. ft. and a maximum 75 feet of travel distance. The fire extinguisher must display a current tag.
4. Exits and aisles shall comply with 2012 IBC
5. All weeds and flammable material must be removed from the premises and within thirty five (35'-0") feet of tents.
6. The burning of rubbish shall not be permitted on the premises.
7. All tents must comply with Chapter 24 of the International Fire Code 2012 Edition.
8. Seating arrangements shall comply with 2012 IFC Chapter 10.
9. Heating and cooking shall be approved by the Health Departments. Any outdoor cooking shall be a minimum of twenty (20'-0") feet away from the tent.
10. Flammable or combustible liquids and LP gas shall not be stored in a tent or within fifty (50'-0") feet of such a structure.
11. Floor surfaces shall be kept clear of combustible waste (hay, straw, etc.).
12. Tents that exceed one hundred and fifty (150'-0") feet from a fire lane or public roadway as the fire hose lays around the tent may require on site fire lanes when deemed necessary by the Fire Chief.

**This sheet is intended as a guide and in no way is intended to replace the complete guidelines for proper installation and use (see Chapter 24 of the 2012 IFC for complete code requirements).**

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at [www.plano.gov](http://www.plano.gov) or at the CITY OF PLANO Municipal Center at 1520 K Avenue, Plano, Texas.



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