



**Summit Fire Department - Fire Prevention Bureau**  
**396 Broad Street**  
**Summit New Jersey 07901**  
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### **Tent and Canopy Application Guidelines**

The following guidelines are based upon the requirements of the 2006 International Fire Code New Jersey Edition Chapter 24 Tents, Canopies, and Other Membrane Structures. Assistance in using these guidelines is available through the Summit Fire Department's Bureau of Fire Prevention.

#### **Permit Criteria:**

1. Tents and Canopies meeting the following criteria shall require a fire safety permit.
  - Square footage of greater than 900 or more than 30 feet in any direction, but less than 16,800 square feet or less than 140 feet in any direction whether one tent or comprised of multiple tents. **Note:** multiple tents located within 5 feet of each other shall be considered as one tent. **Example:** 2 20x20 tents within 5 feet are considered 1 20x40 tent and require a fire safety permit.
  - When in place for less than 180 days.
  - Between the dates of April 1<sup>st</sup> and November 30<sup>th</sup>.
  - Where a permanent anchoring system is not employed.
  - Where any bleachers are not greater than 11 feet in height.
2. All other Tents and Canopies not meeting these criteria shall be referred to the City of Summit Construction Department for permits.
3. Construction permits shall also be obtained from the City of Summit Construction Dept. for any mechanical or electrical equipment.
4. Any food handling or food preparation shall be referred to The City of Summit Health Department.

#### **Permit Documentation:**

1. Proposed structures with an occupancy load of 50 or greater shall include a detailed site plan to include:
  - Dimensions of the tent and distances to any adjacent buildings, lot lines, or other tents
  - Seating arrangements/detailed floor plan
  - All required exits
  - Locations of any mechanical equipment (Heating or A/C)
  - Description of the intended use of the structure
  - Location of fire extinguishers, exit signs, and emergency lighting
2. Provide certification of flame resistance in accordance with the standards of NFPA 701.
3. An application fee in the amount of \$54.00 shall be submitted. Checks made payable to The City of Summit Fire Department.

**Exits:**

1. Tents that have sides attached and rolled up and have the potential of being enclosed shall meet the exiting requirements. The number of separate exits required for enclosed tents shall be based upon the maximum occupancy load (see the chart below).

<u>Occupant Load</u>	<u>Number of Exits (Minimum )</u>	<u>Minimum Width of Exits</u>
10 to 99	2	72 inches
200 to 499	3	72 inches
500 to 999	4	96 inches
1,000 to 1,999	5	120 inches
2,000 to 2,999	6	120 inches
Over 3,000	7	120 inches

2. Occupancy loads shall be determined by dividing the net square footage of the tent floor area by the figures listed below.  
 15 tables and chairs (banquet style)  
 7 chairs only (theatre style)  
 5 standing only  
**Example:** The occupancy load of a 50'x50' tent with banquet style seating and a 10'x20' stage.  
 2,500 square feet (floor area)-200 square feet (stage area) / 15 = 153 occupancy
3. In tents with an occupancy load of 50 or greater each exit shall be provided with an illuminated exit sign. The word "EXIT" shall be plainly legible in letters 6" high and 3/4" wide and shall be self-luminous or internally illuminated type.
4. Means of egress shall be provided with emergency lighting of a minimum 1-foot candle for illumination of exits in case of primary power loss or in the event of evacuation.

**Fire Protection:**

1. Smoking shall be prohibited inside of any tent or canopy. "No Smoking" signs shall be posted, content, size, lettering, & color shall be subject to approval.
2. Open flame and devices emitting flame, heat, spark, or glow: such as a sterno and candles shall not be permitted within 20 feet of any assembly tent open to the public without prior approvals.
3. Portable fire extinguishers shall be provided at each exit and at intervals of 75 feet throughout, minimum rating of the extinguisher shall be 2:A-10B:C. known as a dry chemical extinguisher. Inspection tags shall be current.
4. Combustible decorations such as straw, hay, shavings, and etc. shall not be permitted within any tent or canopy.

**Electrical:**

Electrical equipment and temporary connections shall be referred to the City of Summit Construction Department.

**Propane Heating Systems:**

1. Gas tanks shall not be located within 5 feet of the tent, canopy, tent exits, or heating appliance.
2. Gas tanks shall be secured in place in the upright position to prevent from falling.
3. Heaters shall be used within the UL listing and manufacturer's specifications.
4. Inspection of heaters shall be referred to the City of Summit Construction Department.

**Cooking Operations:**

1. Operations such as food warming, cooking demonstrations and similar operations shall be subject to approval.
2. Tents utilized for cooking shall be separated from other tents by a minimum of 5 feet.

**Exceptions:** Cooking tents shall not be required to be separated from other cooking tents; cooking tents shall be a minimum of 20 feet from tents with an occupancy load of 50 or greater.

3. LP gas containers shall be located outside or on the exterior perimeter of a cooking tent/canopy, containers shall be a minimum of 5 feet from heat producing equipment and shall be located in an approved location fastened to prevent from moving.

