

TENT (TEMPORARY STRUCTURE) PERMIT GUIDE

A. SUMMARY

Depending on the size, a written permit may also be required. A separate tent permit is required for each tent site.

B. SCOPE

This Guide applies to all employees and departments that may use a tent or temporary structure on property. There are no exceptions to this policy.

C. GENERAL REQUIREMENTS

- **Tents 400 square feet or smaller:** No permit is required. However, their location and set up will be reviewed.
- **Tents 400 square feet to 900 square feet:** Tents in this size range require a permit.
- **Tents in excess of 900 square feet:** Tents in this size range require a permit

D. SPECIFIC REQUIREMENTS

- **Tents 400 square feet or smaller:**
 - Application Requirement: No Tent Permit Required.
 - On-Site Requirements:
 - At least one fire extinguisher for each tent with a 4-A rating.
 - At least two fire extinguishers for each tent with a 2-A rating.
 - Tent should be a minimum of 20 feet away from all buildings.
 - Tent can not block any means of egress from other structures or block emergency fire lanes.
 - All items in tent shall be a minimum of three feet from the walls of the tent.
 - Cooking or open flames are not permitted.
- **Tents 400 square feet to 900 square feet:**
 - Application Submission Requirements:
 - *Tent Permit Application*
 - Map annotating where the site is in reference to the area as a whole.
 - Detailed site plan, including method of tie-down and/or anchorage and location.
 - Detailed floor plan with egress and exits shown, as well as furniture/equipment arrangement.
 - Certificate of flame resistance (available from the rental company).
 - Ms. Utility Customer Service have been contacted and all utilities are marked.
 - On-Site Requirements:
 - At least one fire extinguisher for each tent with a 4-A rating.
 - At least two fire extinguishers for each tent with a 2-A rating.
 - Tent should be a minimum of 20 feet away from all buildings.
 - Tent can not block any means of egress from other structures or block emergency fire lanes.
 - All items in tent shall be a minimum of three feet from the walls of the tent.
 - Cooking or open flames are not permitted.

• **Tents over 900 square feet OR more than 50 occupants:**

- Application Submission Requirement:

- *Tent Permit Application.*

- Map annotating where the site is in reference to the area as a whole.
- Detailed site plan, including method of tie-down and/or anchorage and location.
- Detailed floor plan with egress and exits shown, as well as furniture/equipment arrangement.
- Certificate of flame resistance (available from the rental company).
- Ms. Utility Customer Service have been contacted and all utilities are marked.

On-Site Requirements:

- At least one fire extinguisher for each tent with a 4-A rating.
- At least two fire extinguishers for each tent with a 2-A rating.
- Tent should be a minimum of 20 feet away from all buildings.
- Tent can not block any means of egress from other structures or block emergency fire lanes.
- All items in tent shall be a minimum of three feet from the walls of the tent.
- Cooking or open flames are not permitted.

E. APPLICATION SUBMISSION

- Submit completed applications and supporting documents.

Appendix A: Tent Checklist

All requests must be submitted 14 days in advance of event date, no exceptions.

• Tents 400 sq feet or smaller (No tent permit is required):

The **Onsite Requirements** listed under the next section shall be observed .

• Tents over 400 sq feet but less than 900 sq feet :

Application Requirements:

Tent Permit Application.

- map annotating where the site is in reference to the area as a whole.
- Detailed site plan, including method of tie-down and /or anchorage and location of surrounding buildings.
- Detailed floor plan with egress and exits shown, and furniture/equipment arrangement.
- Certificate of flame resistance.
- Ms. Utility Customer Service Center have been contacted and all utilities are marked.

Onsite Requirements:

- At least one fire extinguisher for each tent with minimum of 4-A rating, or two with minimum 2-A rating.
- Tent should be placed away from all buildings a minimum 20 feet.
- Tent cannot block any means of egress from other structures or block emergency fire lanes.
- All items in the tent shall be a minimum of three feet from the walls of the tent.
- Cooking – open flames are NOT permitted.

Tents over 900 sq feet OR having more than 50 occupants

Application Requirements:

Tent Permit Application.

- George Mason University map annotating where the site is in reference to the campus as a whole.
- Detailed site plan, including method of tie-down and /or anchorage and location of surrounding buildings.
- Detailed floor plan with egress and exits shown, and furniture/equipment arrangement.
- Certificate of flame resistance.
- Utility and Facilities Management Customer Service Center have been contacted and all utilities are marked.

Onsite Requirements:

- At least one fire extinguisher for each tent with minimum of 4-A rating, or two with minimum 2-A rating.
- Tent should be placed away from all buildings a minimum 20 feet.
- Tent cannot block any means of egress from other structures or block emergency fire lanes.
- All items in the tent shall be a minimum of three feet from the walls of the tent.
- Cooking – open flames are NOT permitted.
- Open flame may be moved away from the tent area by 20 feet.

Submit all documents.