

City of Tallahassee
FIRE DEPARTMENT LIFE SAFETY REQUIREMENTS
(Attachment to Temporary Use Tent/Tarp/Canopy Permit Application)

The AHJ shall regulate all outdoor events as it pertains to access for emergency vehicles, access to fire protection equipment, placement of stands, concession booths and exhibits and the control of hazardous conditions dangerous to life and property.

Note: A canopy has no side walls or curtains other than valances not more than 18 inches deep. Structures having side walls or valances more than 18 inches deep shall be classified as a tent.

All tents/tarps/canopies 900 sq. ft. (30 x 30) or larger shall be permitted and comply as follows, FS 633.202.15(b):

1. Completed Temporary Use Tent/Tarp/Canopy Permit application indicating the property address and tax parcel identification number.
2. Indicate on application, the number of days of operation and the hours of operation. **Note:** *The maximum time limit shall be 20 calendar days in accordance with City Ordinance 14-0-35, LDC 10.423(a)1(b).*
3. All guy wires shall be marked by fluorescent tape or ribbon for visibility.
4. The exposed portion of the ground stakes shall be covered, either by wrapping the exposed section with material, or covering the exposed section with tennis balls, to prevent individuals from becoming injured.
5. Provide a site plan (an outline of the property). The following information is required on the site plan:
 - a. The location of the proposed tent(s)/tarp(s)/canopy(s) with relation to existing structures, other tents/tarps/canopies and property lines. **Note: No tent/tarp/canopy or equipment may be located within 500' of a residential property line.**
 - b. The location and number of portable toilet facilities if on-site facilities are not available. One H/C accessible portable toilet is required. Provide a copy of the receipt for temporary toilets.
 - c. Show all on-site available parking for the people using the tent.
 - d. Show with arrows, the direction of the traffic flow in the vicinity of tent.
6. Provide a seating plan/floor plan for evaluation for life safety code compliance.
7. A flame retardant certificate is required, indicating the **FLAME RESISTANCE** for the entire tent/canopy. For multi-section tents/tarps/canopies, a flame resistance certificate is required for each section.
8. A minimum 2A 10B:C classification fire extinguisher is required for each 1500 square foot of tent/tarp/canopy area. Each portable fire extinguisher shall be inspected and tagged by a State of Florida licensed fire extinguisher contractor on an annual basis.
9. "Exit" signs shall be posted beneath the tent/tarp/canopy for an event to be held during hours of darkness or if sides are provided on the tent.
10. If temporary power is required for the tent/tarp/canopy, a separate electrical permit is required for electrical service. Cords over walking surfaces shall be protected to present a trip hazard.
11. Provide emergency lighting illuminating the means of egress for an event to be held during the hours of darkness or if sides are provided on the tent/tarp/canopy. The required emergency lighting shall be powered by a generator, not via building power. Only approved commercial grade generators shall be used at City sponsored events. Generators shall be separated from the tent/tarp/canopy by a minimum of 5 feet and shall be protected from contact by fencing, enclosure, or other approved means. Refueling shall be conducted only when not in use.
12. "**No Smoking**" signs to be posted beneath the tent. (Signs shall be clearly visible)
13. Cooking equipment shall be physically separated from the public by use of barriers such as an intermediate table or wood fencing.

Tent permit applications are reviewed by Zoning and Fire Department plans examiners in compliance with adopted ordinances and life safety codes. Additional requirements may be imposed during the application review. The consumption of alcoholic beverages is not permitted, unless a special event permit has been reviewed and a permit issued by the City of Tallahassee Growth Management Department. Any outside consumption of alcohol must be approved by the State of Florida, Division of Alcohol and Tobacco.