

Tent & Membrane Structure Permit Application

Applications shall include this page, and attached supporting documentation. All items must be provided at time of application otherwise the application will be considered incomplete and denied. Payment is due prior to issuance of the permit. Inspection will be conducted to verify code compliance.

Title	Permit Number	Fees
Tent or Membrane Structures Permit	F450	\$390
Additional Tents or Membrane Structures		\$195
Applications submitted less than 10 business days before the event start date will incur a late fee of \$25 per day.	Late Fees	\$ _____
	Total	\$ _____
The attached Zoning Application must be complete prior to submitting an application to the Fire Department.		

Event and Applicant Information			
Tent Company/Applicant Information	Name:		Phone Number:
	Company Name:		
	Address:		
	Email:		
Name of Event and/or Venue			
Venue Address			
Date/Time of Event	Start & End Date	Start & End Time	
Inspection Request	Date	Time	Inspection time should be within (2) hours of the event start time. Equipment must be setup and all items ready for inspection
Inspection and/or Onsite Contact Person	Name	Phone Number	Email
Secondary Contact if Applicable:	Name	Phone Number	Email

1. Please ensure each of the required elements listed (if applicable) are provided on the site plan.

Minimum Required Information

- ☐ Detailed site map of dimensions and total square footage of the tent including location on property, FD access, and parking
- ☐ Locations of structures, lot lines, other tents, parked vehicles or internal combustion engines
- ☐ Documentation of structural stability (staking plan or ballasting plan, manufacturers specifications, stamped engineering plans or the current IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage and the IFAI Pullout Capacity of Tent Stakes, ARA ballasting calculations)
- ☐ Certificate of flame retardancy and all other materials in accordance with NFPA 701
- ☐ Detailed map of the interior of the tent with seating capacity and arrangement with dimensions
- ☐ Location of illuminated exit signs and emergency lighting
- ☐ Location of no smoking signs
- ☐ Location of any heating equipment
- ☐ Location of any cooking tents
- ☐ Location and width of exits (located remotely from each other, located such that all points are 100ft or less from an exit, and comply with minimum number of egress and means of egress width from tents)
- ☐ Location of fire extinguishers (required every 75ft of travel distance)
- ☐ Location of stages above 30 in or bleachers (may require additional permit from Planning & Development)

*Fireworks sales tents also require a fireworks sales permit

**Additional permits may be required

2. Complete the attached Zoning Planning and Development Sign Off Form

3. Complete the attached Crowd Control Management Form

The application and floor plan will be reviewed and approved by Fire Prevention Inspection Staff. You will be notified if any additional information is required.

The inspector will contact you to schedule an inspection. The permit will be issued when the inspection is completed and in compliance with the current Phoenix Fire Code.

Tent or Air-Supported Temporary Membrane Structure
Planning and Development Sign-off Form

Please indicate if application is for a: **Tent** or **Air Supported Temp Membrane Structure**

Applicant's Name	
Applicant's Address	
Applicant's Phone Number	
Address where selection is to be erected:	

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STEP 1: ZONING APPROVAL **APPROVED or DENIED**

Event Dates: _____ to _____

Zoning Representative Signature	Date

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STEP 2: CONSTRUCTION PERMITS

Electrical	Electrical Service is required to the tent/canopy	
Permit for Bleachers*	Required	Not Applicable
Permit for Stages*	Required	Not Applicable

*Plans must be submitted to the Planning and Development Department with the permit application and this checklist

Crowd Control Management Form

This form must be submitted with permit applications for events with an occupant load of 1,000 or more OR events with an area of more than 10,000 SQFT.

Name of Event:		
Trained Crowd Management		
☐ Security	☐ Event Staff	☐ Police/Public Safety
☐ Other	List Other:	
Trained Crowd Manger Training		
☐ Employer Program*	☐ ICC/International Fire Chiefs Association	☐ International Association of Venue Managers
☐ Other	List Other:	

*Provide a copy of the certificate for trainer and the training roster for the employees working the event.

There must be (1) Trained Crowd Manger for every 250 occupants based on the events occupant load. Please use this calculation for the fields listed below. Please note once an official occupant load is calculated, the required number of crowd mangers may change.

If your occupant load is unknown, please leave this calculation blank and your inspector will calculate and provide the number once the plans are approved.

Occupant Load		Number of required Trained Crowd Control Managers	Staff Use Only: Verified number required
	Divide by 250 ➡		

Applications Submission Options:

Email: pfd.applications@phoenix.gov - Staff will reply with a link for payment after the application is accepted as administratively complete.

In Person: Weekdays, 8am to 4pm -Fire Prevention, 150 S 12th Street, Phoenix Arizona 85034

For permit questions or to speak to the Special Events Fire Inspector call 602-262-6771



City of Phoenix
FIRE DEPARTMENT
FIRE PREVENTION SECTION

For permit questions or to speak to a Fire Inspector call 602-262-6771
For more information see www.phoenix.gov/fire/prevention