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## Tent or Air-Supported Temporary Membrane Structure Permit Application Packet

In this packet you will find the following:

- City of Phoenix Tent or Air-Supported Temporary Membrane Structure Permit Procedures
- Planning & Development Tent or Air-Supported Temporary Membrane Structure Sign-off Form
- Fire Department Tent or Air-Supported Temporary Membrane Structure Permit Application
- Fire Department Tent or Air-Supported Temporary Membrane Structure Submittal Checklist
- Fire Department Tent Staking & Ballasting Policy – *New June 15, 2012*

### Department Contacts:

#### Planning & Development Department

200 W. Washington St. 2<sup>nd</sup> Floor

- Zoning: 602-262-7131
- Minor Commercial Services: 602-262-7811

#### Fire Department

150 S. 12<sup>th</sup> St.

- Fire Prevention: 602-262-6771



## Permit Procedures

### DETERMINING WHO YOU NEED TO TALK TO:

If you are planning to put up a tent or air-supported temporary membrane structure, you will need approval from multiple City departments. The Planning & Development Department is located at 200 W. Washington Street on the 2<sup>nd</sup> floor of City Hall. The Fire Department is located at 150 S. 12<sup>th</sup> Street. The attached Planning & Development Sign-Off form and Fire Permit Application are attached for your convenience.

### WHEN IS A PERMIT REQUIRED?

If the event is private and on a residential lot, Zoning approval is not required. However, if the residential lot is hosting an event where there is an entrance fee or for church or other type entity then yes, Zoning approval is required.

If you are erecting a tent in excess of over 800 sqft with any sidewall, over 1,200 sqft with no sidewalls, or an Air-Supported Temporary Membrane Structure, you must obtain a tent or air-supported temporary membrane structure permit from the Fire Department. You are required to submit a detailed site plan of the a tent or air-supported temporary membrane structure location including interior use plans and tent staking or ballasting plan in accordance with the IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage and the IFAI Pullout Capacity of Tent Stakes with your permit application. **This must be submitted TEN days prior to the event.** If you have not already done so, you may use the "Tent or Air-Supported Temporary Membrane Structure Permit Checklist" to prepare your plans.

**STEP 1:** (Zoning) The Planning & Development Department Zoning Services Counter will need to approve the proposed location of the tent/air supported temp membrane structure. The proposed a tent or air-supported temporary membrane structure cannot be erected in an area that will reduce required parking, be within required setbacks or violate any other provisions of the Zoning Ordinance. The Zoning Services Counter may administratively approve locations that are in compliance with the Zoning Ordinance. This may require an Administrative Temporary Use Permit (ATUP) as outlined in Section 706 of the Zoning Ordinance prior to approval of location of the a tent or air-supported temporary membrane structure. Locations requiring an **ATUP should be submitted 45 days prior** to the event. Procedures regarding the ATUP process can be found at: <http://phoenix.gov/PLANNING/zoninf14.pdf>.

**STEP 2:** (Minor Commercial Services) Electrical service is required to be provided for the tent or air-supported temporary membrane structure. You must use a licensed electrical contractor and obtain an electrical permit for installation of any electrical service other than plugging into an existing outlet. To obtain an electrical permit, or if you are not sure if you need a permit, you will need to speak to a Planning & Development representative at the Commercial Plans Review counter. This is an "over-the-counter" permit and requires field inspection and approval prior to the event. The Fire Department will not issue a tent or air-supported temporary membrane structure permit without first obtaining an electrical inspection and green tag.

Bleachers and/or stages will be addressed at this step. An engineered structural plans and calculations for bleachers and/or stages will be submitted to Planning & Development. The Fire Department will not issue a tent or air-supported temporary membrane structure permit without first obtaining a structural inspection and green tag.

**STEP 3:** (Fire Application and Plan Submittal) Tent or Air-Supported Temporary Membrane Structure. Packet will be submitted to the Fire Prevention office (150 S. 12<sup>th</sup> St) once Planning & Development approvals are received. Staff will review your submitted paperwork, collect the amount owed and complete the review of your submitted site and interior use plan. The Inspector will contact you if additional information is required. The Fire Department on-site inspection will be conducted at the requested date/time. Upon successful completion of the on-site inspection and approval of staking & ballasting, the tent or air-supported temporary membrane structure permit will be issued.





**Tent Permit Application – Plan Submittal Required**

\*First tent (over 800 sqft with any sidewall OR over 1,200 sqft with no sidewalls) (F450) **\$300**

\*Air-supported Temporary Membrane Structure (F450) **\$300**

Additional Tent or Temporary Membrane Structure for Same Event **\$150**

**\$25 per day** \*Late Submittal Fee

A penalty fee of \$25 per day, up to 10 days, shall be assessed for permit applications not received within the established timeframes.

Permit Price = \_\_\_\_\_

Additional Tent(s) for Same Event: \_\_\_\_\_ x **\$150** = \_\_\_\_\_

\*Late Submittal Fee: \_\_\_\_\_ x **\$25** = \_\_\_\_\_

Total Cost of Permit = \_\_\_\_\_

Event Information				
Name of Event				
Event Address				
Date(s) & Time(s) of Event	Start Date & Time	End Date & Time	Desired Inspection Date/Time: <i>(Equipment shall be setup and all items ready for inspection at this time)</i>	
			@	
On-site Responsible Party	Name		Phone	
On-site Responsible Party	Email		Alt Phone	
Tent Company / Applicant	Individual Name		Company Name	
Tent Company / Applicant	Address		City:	State:      Zip:
Tent Company / Applicant Contact	Email		Phone	
<b>Payment is due at the time of application submittal. Plan Review and Inspection will not be scheduled until payment is processed.</b>				

Permit applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to [applications.pfd@phoenix.gov](mailto:applications.pfd@phoenix.gov) or mailed to the address below.

For permit questions or to speak with a Fire Inspector please call: 602-262-6771

For more information visit [www.phoenix.gov/fire/prevention](http://www.phoenix.gov/fire/prevention)

# Phoenix Fire Department

## Fire Prevention



### Credit Card Payment Form\*

This form is provided for convenience only. Checks and cash are also accepted.

\* Credit card payments can only be accepted via fax, postal mail or in person.

This form does NOT qualify as the permit application, a separate permit application must be submitted.

*Use This Section for Public Records Requests Only*

**Address Researched:**

**Company Requesting Research:**

#### APPLICATION INFO

What are you paying for?

Public Records     Permit     Event     Inspection    Appeal/Eng. Interpretation

Address of Business or Event

Name of Event (if applicable)

#### CREDIT CARD INFO

Credit Card Number (use dashes)

Amount to be Charged

Expiration Date (00/00)

Billing Address and Zip Code

Cardholder Name

Phone Number

Other Instructions (i.e. fax/email receipt) – Please print clearly

**Payment is due at the time of application submittal.**

***Credit card payments will not be accepted by email.***

Credit card payments may be faxed to 602-495-7429, submitted in person weekdays  
8:00 am to 5:00 pm or mailed.

For permit questions or to speak to a Fire Inspector call: 602-262-6771.

For more information see [www.phoenix.gov/fire/prevention](http://www.phoenix.gov/fire/prevention)

**Please note: This form will be destroyed once payment has been processed.**

Phoenix Fire Department | Fire Prevention  
150 South 12<sup>th</sup> Street  
Phoenix, AZ 85034



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## TENT AND AIR-SUPPORTED TEMPORARY MEMBRANE STRUCTURE

### Permit Checklist

**Applies to:** Tents over 800 sqft with any sidewall OR over 1,200 sqft with no sidewalls and Air-Supported Temporary Membrane Structures

- Planning & Development Sign-off Form with Zoning Approval and Construction Permits sign-offs
- Plans submitted to Phoenix Fire Department
- Tent or air-supported temporary membrane structure manufacturer's installation instructions must be included with plan submittal
- Tent or air-supported temporary membrane structure location and interior use plans

**Site plans and floor plan must reflect the following requirements and be submitted with application**

- Exit illumination – exits shall be lit at all times when occupied, with lighting not less than one-foot candle at floor level.
- Emergency lighting is installed in all tents.
- Travel distance does not exceed more than 100 feet to any exit.
- Appropriate fire extinguishers are provided. A minimum of two 2A:10BC extinguishers are required for 400 – 1000 square feet. Provide one additional extinguisher for each 2000 square feet. A minimum of one 2A:10BC extinguisher for kitchen or mess hall, and a minimum of one 40BC extinguisher for each generator or transformer. Max travel distance to be 75'.
- Aisle ways for seating shall not be less than 44 inches in width.
- Seating shall comply with Phoenix Fire Code Chapter 10.
- Heating and cooling equipment shall not be located within 10 feet of exits, aisles, passageways, or combustible materials.
- "No Smoking" signs shall be posted in conspicuous locations throughout the tent/canopy.

**Additional requirements**

- Open flame devices are not permitted. Exception: When approved by the fire code official.
- Combustible materials such as hay, straw, sawdust, shavings or similar materials are prohibited inside unless flame retardant.
- All weeds and dry vegetation within 30 feet of tent/canopy have been removed.
- Hay, straw, trash, and other flammable material shall not be stored within 30 feet of any tent/canopy.
- Doorway to remain open or it must be covered by a flame-retardant curtain of contrasting color, minimum height to be not less than 8 feet.
- Where LPG is used, flame shall be kept a minimum of 10 feet from LPG containers and LPG container shall be 10 feet from tent. Heating devices shall be kept a minimum of 10 feet from tent or air-supported temporary membrane structure walls.



## **Tent Staking or Ballasting Plan**

Beginning June 15, 2012 the Phoenix Fire Department will only approve tent permits and installations if the tent staking or ballasting plan is in accordance with the ***IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage*** and the ***IFAI Pullout Capacity of Tent Stakes***.

The Tent owner, or Tent Rental Company that is responsible for the tent and tent installation must provide the installation instructions (documented in the IFAI Procedural Handbook for Safe Installation and Maintenance of Tentage) at the time of permit application. They must also provide documentation on how they plan on meeting those requirements before the permit is approved and issued.