



TENT AND EVENTS UNDER A TENT APPLICATION

In an attempt to streamline our permitting process, the Building Department will issue all tent permits for the Fire Department. The following requirements are outlined in the Florida Fire Prevention Codes 6th Edition, NFPA 1 Chapters 25 and 50, and shall be adhered to when erecting a tent within the City of Winter Park jurisdiction.

Date of the Event: _____ Size of the tent: _____

Address of venue: _____

Venue Name: _____ Phone number: _____

Date of tent erection: _____ Date of dismantle of tent: _____

Describe type of event and all activities that the tent is going to be used for:

USED FOR COOKING/WARMING/SERVING OF FOOD

- BUTANE FUELED APPLIANCES ARE STRICKLY PROHIBITED
- TENTS USED TO COOK UNDER, SHALL ONLY BE OCCUPIED BY STAFF

NO COOKING OPERATIONS

OVER 750 SQ/FT OF SPACE BEING COVERED UNDER 750 SQ/FT

WITH SIDES (ENCLOSED) NO SIDEWALLS OR ENCLOSURE USED

SITE PLAN SUBMITTED SHOWING AT LEAST TEN FEET FROM ANY OCCUPIED BUILDING

NO TENT OR A COMBINATION OF TENTS MEETING THE CONDITIONS BELOW SHALL NOT BE ERECTED OR USED WITHOUT APPROVAL FROM THE LOCAL FIRE MARSHAL OR WITHOUT A PERMIT BEING ISSUED FROM THE CITY OF WINTER PARK. ALL TENT(S) NOT COMPLYING WITH THIS REQUIREMENT SHALL BE INSTRUCTED TO IMMEDIATELY STOP WORK AND NOT TO USE THE TENT UNTIL HAVING THE PROPER APPROVAL.

TENTS USED FOR COOKING

1. All tents used to cook under shall be submitted no later than 5 business days prior to the erection of the tents and will be required to an inspection at least 90 minutes prior to the cooking operations and subject to all fees per the City of Winter Park.

1.1. Submit copy of the flame retardant certification with the permit application, this shall be complaint to NFPA 701 standards ONLY California Standards are not accepted. **A label shall be permanently affixed to the tent showing the fire resistant treatment or rating approval.**

1.2. Submit for approval plans if tents are being adjoined together by any type of corridor, when applicable.

1.3. Placement of the tent(s) with adjacent structures shall be at the discretion of the AHJ.

1.4. The ground enclosed by the tent(s) and the ground surrounding the tent(s), shall be cleared of not less than (10) ten feet of any combustible/flammable material or vegetation.

1.5. Provide a State of Florida certified (ONLY) 3A 40BC fire extinguisher for every 1500 sq/ft or so that the travel distance does not exceed 75 feet, whichever is the strictest, and that they are properly mounted and marked per NFPA 10.

1.6. No LP gas containers shall be located, used or stored within (10) ten feet of a tent. Said containers shall be properly secured in the upright position to prevent them from being knocked or falling over.

1.7. No smoking signs shall be properly erected around all gas cylinders.

1.8. The filling of gas tanks on site is strictly prohibited.

1.9. All cooking that would create any grease laden vapors shall be protected by a certified hood suppression system or and certified Class K extinguisher, unless it is determined by the AHJ not to be required.

1.10. Cooking inside to include, but not limited to, trailers, portable kitchens, box trucks shall have a certified commercial hood suppression system.

1.11. There shall be no access to any of the cooking appliances by the general public.

1.12. No cooking or gas powered appliances of any type, shall be used within 10 feet of any occupied building or any part of the building's overhang.

1.13. Due to DBPR regulations and Florida Administrative Code 61C-4.016, all cooking and food preparations shall be done under cover. If cooking under a tent

is to be performed the tent shall be properly fire treated or the cooking operations will not be allowed, even outside of the tent during acceptable weather conditions.

TENTS EQUAL TO OR GREATER THAN 750 SQ/FT – 1500 SQ/FT

2. All tents or a combination of attached tents that is equal to or greater than 750 sq/ft and that will be enclosed by 3 or more sides shall be submitted no later than 5 business days prior to the erection of the tent(s). The permit submission shall include a detailed floor plan of the interior of the tent(s). The tents will be required to have an inspection at least 90 minutes prior to the event opening to the public or its use, and subject to all fees per the City of Winter Park.

2.2. Submit documentation of the size of the tent(s) that will be used on the premises.

2.3. Submit construction documents that show structural design loads, stability, electrical installation needs and if heating appliances will be used, when applicable determined by the AHJ.

2.4. If tent or tents are enclosed and/ or will accommodate an occupant load of 50 or more persons, submit for approval a detailed site and floor plan for each tent that shows, but not limited to, means of egress, seating capacity, seating arrangements, electrical and heating plans.

2.5. All tents and/or combination of adjacent tents that will be used for the assembly of 50 or more persons shall meet the requirements the Assembly Chapter in NFPA 101 Chapter 12. This is to include, but not limited to, emergency lights, swing direction of exit doors, marked exits, width of pathways to exits and decorations/fabrics fire resistant.

2.6. If deemed by the AHJ a fire watch and/or fire managers shall be required for the amount of participants. The fires watch and/or fire managers shall be approved by the AHJ.

2.7. Placement of the tent(s) with adjacent structures shall be at the discretion of the AHJ.

2.8. The ground enclosed by the tent(s) and the ground surrounding the tent(s), shall be cleared of not less than (10) ten feet of any combustible/flammable material or vegetation.

2.9. Provide a State of Florida certified (ONLY) 3A 40BC fire extinguisher for every 1500 sq/ft or so that the travel distance does not exceed 75 feet, whichever is the strictest, and that they are properly mounted and marked per NFPA 10.

2.10. No LP gas containers shall be located, used or stored within (10) ten feet of a tent. Said containers shall be properly secured in the upright position to prevent them from being knocked or falling over.

2.11. The use of all heaters gas or electric shall be approved by the AHJ.

- 2.12. The use of gas heaters shall be only be used under a fire tested tent and meet all clearance requirements per the manufactures requirements and safety testing standards.
- 2.13. The filling of gas tanks on site is strictly prohibited.
- 2.14. No pyrotechnics or any type of open flame device will be allowed inside or outside of the tent without approval of the AHJ.
- 2.15. Submit plans for all spot or special effect lighting that will be used.
- 2.16. At least a Florida State Certified 40BC fire extinguisher shall be provided at all power generators and locations where flammable liquids are used, stored or dispensed.
- 2.17. Emergency access to the tent shall not exceed 150 feet from any portion of the exterior wall of the tent and a lane width of a minimum of 20 feet and a height of 13.5 feet shall be maintain, without a dead end exceeding 50 feet.
- 2.18. Any event accommodating more than two hundred (200) people shall have the seating secured to the ground or fastened together of not less than three (3) chairs and not more than seven (7) chairs. Fastening shall be approved by the AHJ.

TENTS GREATER THAN 1500 SQ/FT

3. All of these tents or a combination of tents exceeding 1500 sq/ft shall meet all of the requirements in the above section 2, enclosed or not enclosed.

These requirements do not circumvent any other departmental requirements. Failure to adhere to the above requirements could result in fines and/or penalties, not limited to, the immediate vacancy of the tent(s) through code enforcement action.

I have read and will comply with the requirements as listed above.

<i>Company Name</i>	<i>Contact Name</i>		
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Signature</i>	<i>Date</i>		
<i>E-Mail address</i>			