



343 West Canton Avenue • Winter Park, Florida 32789

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**Office of the
Fire Marshal**

TENT PERMIT INFORMATION FORM

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 7th Edition, NFPA 1 Chapter 25, and shall be adhered to when erecting a tent within the City of Winter Park limits.

Date of the event: _____ Size of the tent: _____

Address of venue: _____

Venue name: _____ Phone number: _____

Date of tent erection: _____ Date of dismantling of tent: _____

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

CHECK ALL THAT ARE APPLICABLE

USED FOR COOKING UNDER –*Butane fueled appliances are prohibited from use

OVER 750 SQ/FT OF SPACE BEING COVERED WITH SIDES (ENCLOSED)

TENTS OVER 1500 SQ/FT WITH SIDES (ENCLOSED)

NO TENT, OR A COMBINATION OF TENTS, WITHOUT MEETING THE CONDITIONS BELOW, SHALL BE ERECTED OR USED WITHOUT APPROVAL FROM THE FIRE MARSHAL. ALSO, NONE SHALL BE USED WITHOUT A PERMIT BEING ISSUED FROM THE CITY OF WINTER PARK. ALL TENT(S) NOT COMPLYING WITH THESE REQUIREMENTS, WILL IMMEDIATELY HAVE ALL WORK OR ACTIVITY THERE UNDER STOPPED. TENT(S) ARE NOT TO BE USED WITHOUT HAVING THE PROPER APPROVAL.

TENTS USED FOR COOKING

1. Permits for all tents used to cook under, shall be submitted no later than five business days prior to the erection of the tents. An inspection at least 90 minutes prior to the cooking operations and subject to all fees per the City of Winter Park may be required. This will be scheduled before the day of the event.
 - 1.1. Submit documentation of the flame-retardant certification with the permit application. This shall be compliant with 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 site plans if tents are being adjoined together by any type of corridor, when applicable.
 - 1.3. Placement of the tent(s) near adjacent structures, shall be at the discretion of the Fire Marshal.
 - 1.4. The ground enclosed by the tent(s), and the ground surrounding the tent(s) within 10 feet, shall be cleared of any combustible/flammable material or vegetation.
 - 1.5. Provide a State of Florida certified, (ONLY) 3A40BC size, fire extinguisher for every 1500 sq/ft. Or, so that the travel distance does not exceed 75 feet, whichever is the strictest. Extinguishers shall be properly mounted and marked per NFPA 10.
 - 1.6. No fuel gas containers shall be located, used, or stored under a tent. Fuel gas 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 and a certified Class K extinguisher, unless it is determined by the Fire Marshal not to be required.
 - 1.10. Mobile cooking operations inside any trailers, trucks, enclosed portable kitchens, or carts shall be inspected and approved by the Fire Marshal prior to operation.
 - 1.11. There shall be no access to any cooking appliances or generators by the general public.
 - 1.12. No gas fueled 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 are equal to or greater than 750 sq/ft, and that will be enclosed by 3 or more sides, shall have permit applications submitted no later than 5 business days prior to the erection of the tent(s). The permit application 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 after hours inspection fees per the City of Winter Park fee schedule.
 - 2.2. Submit documentation of the size of the tent(s) that will be used on the premises.
 - 2.3. When required by the Fire Marshal, submit construction documents that show structural design loads, stability, electrical installation needs, and if heating appliances will be used.
 - 2.4. If tent(s) 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, means of egress, seating capacity, seating arrangements, electrical and heating plans. More information may be requested.

- 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 lighting, swing direction of exit doors, marked exits, width of pathways to exits, and decorations/fabrics must be fire resistant to NFPA 701 standards.
- 2.6. If deemed by the Fire Marshal, a fire watch and/or fire manager(s), shall be required and will be based on the number of participants. The fire watch and/or fire manager(s) shall be approved by the Fire Marshal.
- 2.7. Placement of the tent(s) near adjacent structures shall be at the discretion of the Fire Marshal.
- 2.8. The ground enclosed by the tent(s), and the ground surrounding the tent(s), shall be cleared of any combustible/flammable material or vegetation for a distance of 10 feet.
- 2.9. Provide a State of Florida certified, (ONLY) 3A40BC size, fire extinguisher for every 1500 sq/ft. Or, so that the travel distance does not exceed 75 feet, whichever is the strictest. Extinguishers must be properly mounted and marked per NFPA 10.
- 2.10. No fuel gas containers shall be located, used, or stored, under a tent. Fuel gas 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 Fire Marshal.
- 2.12. The use of gas heaters shall be under a fire-resistant tent. All clearance, and other requirements, per the manufacture's operation instructions, and safety testing standards must be followed.
- 2.13. The filling of fuel 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 Fire Marshal.
- 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 forces access to the tent(s) shall not exceed 150 feet from any portion of the exterior wall of the tent. An emergency access lane width of a minimum of 20 feet, and a height of 13.5 feet, shall be maintained 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

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.

Company Name

Contact Name

Address

City

State

Zip Code

Contact Phone Number

Signature

Email Address