

TENTS & MEMBRANE STRUCTURES



Falcon Fire Protection District
Headquarters
7030 Old Meridian Road
Falcon, CO 80831
719-495-4050
www.falconfirepd.org

The Falcon Fire Department is committed to helping provide a safe environment for the public who occupy temporary structures as well as those individuals involved with the erection and operation of these structures.

If you have any questions or require further assistance please call our Headquarters.

OUR MISSION STATEMENT:

The Falcon Fire Protection District is a public service provider that stands ready to protect and serve our community with pride and respect.

Definitions

Tent: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. Tents having an area in excess of 1,000 square feet require a permit and approval from the fire code official.

Canopy: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter. Canopies having an area in excess of 1,000 square feet require a permit and approval from the fire code official.

Permits

- **El Paso County Development Services** - requires a Temporary Use Permit to install a temporary tent. For more information contact El Paso County at (719) 520-6300 or http://adm.elpasoco.com/Development_Services
- **Falcon Fire Protection District** - Tents, Canopies and Membrane Structures having an area in excess of 1,000 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the fire code official.
 - The applicant must submit for approval a detailed drawing of the structure, its layout, location, separations from other structures, purpose (e.g., retail use, public assembly), and the permit application.

When the submittal has been approved, the required fees will be collected and an inspection may be scheduled. Permits are issued upon inspection approval.

Plan Submittal Requirements

In order for a permit to be issued, construction plans must be submitted to the Falcon Fire Headquarters and subsequently reviewed and approved.

The submittal package for a temporary structure must consist of the documents:

1. Copy of El Paso County Temporary Use Permit
2. Completed permit application
3. Flammability certification(s) for the fabric/membrane of the temporary structure.
4. Site maps/diagrams including (minimum site plan size is 8½-x 11-inches)
 - a. Overall site plan showing entire site and general locations of all temporary structures
 - b. Detailed site plan to include the following:
 - i. North Arrow
 - ii. Closest Intersection with Street Names

- iii. Locations and dimensions of all temporary structures
- iv. Indication of 20-ft buffer zone (including barricade type)
- v. Locations and dimensions of lot lines within 50 feet of all sides of the temporary structure
- vi. Uses within all temporary structures
- vii. Proposed locations of any furniture (tables, chairs, stages, etc.) or related items
- viii. Locations of all fire extinguishers
- ix. Location of all exit signs
 - x. Location of all No Smoking sign
 - xi. Location of Occupant Load sign
- xii. Locations and dimensions of all required aisles and exits
- xiii. Locations and distances to all permanent structures within 50 feet of all sides of the temporary structures
- xiv. Locations of all adjacent vegetation and/or other combustible materials
- xv. Locations of fire lanes/fire department access roads
- xvi. Locations, sizes and types of any flammable/combustible liquid/gas tanks
- xvii. Locations and types of any/all heating equipment
- xviii. Locations and types of all electrical equipment

The permit for the use of tents or temporary membrane structures on a single premise shall not exceed a period of 180 days within a 12-month period. All temporary structures shall be removed prior to the expiration date documented on the issued permit.

Inspections

Prior to occupying a temporary structure, a final fire inspection is required. To schedule your inspection please call the Fire Department Headquarters at (719) 495-4050.

- Final inspections should be scheduled at least 48-hours in advance of any public event conducted within the tent.

General Installation Requirements

Locations, Separations and Clearances. Each tent is required to have a 20-foot wide barricade constructed around the tent to prevent vehicles from parking next to the tent. If the tent is located on a parking lot or in a field where vehicles can park, then barricades are required. The barricade is to be constructed around all four sides of the tent.

Acceptable barricades are:

- Cement Blocks with Landscape Timber Rails
- Metal Posts and Orange Construction Fencing
- Metal Posts with Rope and Flags
- Orange Construction Stanchions and Ropes



To identify where the barricade shall be placed, you will begin at the tent stakes and measure outward away from the tent 20 feet. This form of measurement is to be used on all four sides of the tent.

Temporary structures shall not be located within 20 feet of property lines, buildings, other tents, parked vehicles, or other internal combustion engines. Support ropes and guy wires are considered to be part of the structure when determining required separations. Multiple structures may be connected or adjacent to each other provided the entire tent assembly is provided with sufficient exits to meet both the individual tent requirements and as a single large tent.

Heating and cooking equipment which produces sparks or grease laden vapors is not allowed inside, or within 20 feet of temporary structures. The installation of approved heating and cooking equipment inside shall not be within 10 feet of exits or combustible materials and shall be vented to the outside by approved means. Structures where cooking is performed shall be separated from other structures by a minimum of 20 feet.

LP gas cylinders shall not be stored or used inside or within 10 to 25 feet of the temporary structure depending on tank size. Cylinders shall be secured in a manner to prevent movement or damage.

Flammable and combustible liquids shall not be used within temporary structures and shall be stored a minimum of 50 feet from temporary structures. Refueling of internal combustion engines such as generators shall not occur within 20 feet of the structure.

Flame Resistance. A label shall be permanently affixed to the structure identifying the flame-retardant properties of the material.

Open or Exposed Flames and Fireworks. Open flame sources including any/all cooking appliances, candles, "sterno" canisters, any/all heating appliances, flame effects and similar items may not be located inside or within 20 feet of structures unless specifically approved.

For information concerning the use of a tent for the sale of pyrotechnic, Please refer to the Falcon Fire Departments information packet titled: "*Pyrotechnic Sales-Stand Permit*".



Smoking. No smoking signs shall be posted throughout the temporary structure.

No smoking signs shall include the wording "NO SMOKING BY ORDER OF THE FIRE DEPARTMENT"

The lettering of "NO SMOKING" shall be block letters at least 1-½-inches in height with a ¼-inch stroke. "BY ORDER OF THE FIRE DEPARTMENT" shall be in block letters ¾-inches tall with a ⅛-inch stroke. All letters shall be red on a white background.

Occupant Load. The following table shall be used to determine the occupant load:

Use/Occupancy of Temporary Structure	Occupant Load Factor (Square Feet per Person)
Assembly – Concentrated Use (Chairs Only)	7
Assembly – Unconcentrated Use (With Table and Chairs)	15
Assembly – Standing Space Only	5
Retail / Mercantile	30

Occupant loads shall be posted in a conspicuous place, near the main exit. Signs shall be of an approved legible permanent design.

Exits. The minimum number of, and width of exits shall be as follows:

Capacity	Minimum # of Exits	Minimum Width per Exit for Tents	Minimum Width per Exit for Membrane Structures
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,000	5	120	96
2,000 to 2,999	6	120	96
Over 3000	7	120	96

Exit Distribution. Exits shall be spaced at equal intervals around the perimeter and located so no point within the tent is over 100 feet from an exit. This measurement is determined by the path of travel a person would be required to follow to reach the exit. Exiting from one tent into or through an adjacent tent is not an acceptable configuration.

Exit Covers. Openings in the structure shall remain open unless covered by a flame-resistant curtain. Curtains are to be free sliding on a metal support, and when open, shall not obstruct the exit width. Curtains shall be a color that contrasts with the tent.

Aisles. The minimum width of any public aisle is 44 inches. Aisles for employees only, may be 24 inches wide, but not less than the width required by the number of employees served. Aisles in seating areas shall progressively increase in width to provide, at all points, not less than 1 foot of width for each 50 persons served by such aisle at that point.

Exit Signs and Illumination. An exit sign shall be provided for each exit when the occupant load exceeds 50. Exit signs shall be illuminated by either an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in an approved manner. Means of egress shall be illuminated in an approved manner, with light having not less than 1 foot-candle at the floor level while the structure is occupied.



Maintenance of Exits. The required clear width of all exits, aisles, and passageways to a public way shall be maintained from any obstacles at all times. Support ropes, guy wires and other support members shall not cross a means of egress at a height of less than 8 feet over the entire clear width of the exit.

Portable Fire Extinguishers. Fire extinguishers and other fire-protection appliances shall be provided in every tent, canopy, and temporary membrane structure as follows. Fire extinguishers may not be removed from adjacent businesses to provide protection for the structure.



From (square feet)	To (square feet)	Quantity (each)
1	200	1
201	500	2
501	1000	3
1001	3000	4
3001	000	5
5001	7000	6
7001	9000	7

Housekeeping. Weeds, combustible vegetation and other combustible waste shall be removed from and kept free from inside and within 30 feet of the structure. Such waste shall be stored in approved containers until removed from the premises. If the structures are placed over grasses, the grasses shall be watered and live and cut to a length of no more than 4 inches in height.

Hay, straw, trash, and other combustible materials shall not be stored within 30 feet of the tent unless being used for the care and daily feeding of animals. Sawdust/shavings utilized for public performance or exhibits shall not be used within structures unless the sawdust/shavings are kept damp.



Always be Fire Safe!

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1															1
2															2
3															3
4															4
5															5
6															6
7															7
8															8
9															9
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	

BUSINESS:											DATE:				
ADDRESS:								CITY:				PAGE ____ OF ____			

COPY AS NEEDED



Falcon Fire Protection District



Tent & Membrane Structure Permit Application

USER INFORMATION

Business Name:	Daytime Phone:
Business Address:	After Hours Phone:
City, State, Zip:	Fax:
Email Address:	

INSTALLER INFORMATION

Business Name:	Daytime Phone:
Business Address:	Afterhours Phone:
City, State, Zip:	Fax:

TENT/MEMBRANE STRUCTURE INSTALLATION LOCATION INFORMATION

Business Name:		
Business Address:		
City, State, Zip:		
Location of Property:		
What are the daily hours of operations for the tent?	AM/PM to	AM/PM

INSTALLATION/USE/REMOVAL DATES

Installation Date(s):
Use Date(s):
Removal Date(s):

RESPONSIBLE PARTY

Name (Print):	Title:
Signature:	Date:

FOR FIRE OFFICIAL USE ONLY

This application for installation of a temporary tent or membrane structure is hereby approved, for a period not longer than 180-days from this date within a 12 month period.

Signature: _____

Date: _____