

PROJECT SUCCESS CHECKLIST

INTRODUCTION

Permits and inspections are required for most temporary tents and membrane structures, in place for no more than 180 days. Complying with State and local codes helps ensure you and your community will have a safe, sanitary event, and allow effective emergency personnel access if needed. To ensure timely approval and inspection, this guide explains what needs to be submitted, to whom, and what needs to be inspected, by whom, and in what sequence.



Failure during an event is no fun

WHO'S INVOLVED

You will need approvals from some or all of the following:

- **The Zoning Department** – looks at structure location, access, and parking issues
- **The Building Department** – looks at structural, electrical and life safety issues
- **The Fire Department** – looks at access, fire safety and emergency response concerns
- **The Health Department** - looks at sanitation and food service safety

You can find out who to contact in each jurisdiction in Montgomery County at our website:

<http://www.economicgateway.com/mcoho/building/contact-us-and-partner-agencies>

WHAT'S COVERED, AND WHAT'S EXEMPT

Zoning Department requirements for temporary tents vary widely. You must check with your local zoning department for their requirements.

Building Department approval is required for tents larger than 400 square feet in area, with a few exceptions:

- Tents used for recreational camping are exempt.
- Tents up to 700 square feet in area, which are open on all sides, i.e. no side flaps are installed, and located at least 12 feet away from other tents or buildings, are also exempt.
- Temporary tents erected for private, non-commercial uses (such as for graduations or family reunions) on one, two or three family properties that also have a dwelling on them are exempt.

Fire Departments often have additional requirements. See your local department for additional information.

Health Department approval is required whenever food is being sold to the public. See Temporary Food Service Packet: <http://www.phdmc.org/program-documents/food-protection/270-temporary-food-service-application>

AGENCIES INVOLVED

DETAILED SCOPE

TEMPORARY TENTS AND OTHER MEMBRANE STRUCTURES

The following checklists will help you successfully navigate these agencies to ensure safe approval of these temporary structures for your event:

SUBMITTAL REQUIREMENTS

WHAT NEEDS TO BE SUBMITTED FOR APPROVAL

- Obtain zoning approval, then submit your temporary tent application to the building department, who will share it with the fire department. If food sales are proposed, you must also contact the health department for approval.
- Site plan, prepared to an identified architectural or engineering scale, showing the tent(s), property lines, existing buildings, north arrow, parking layout, fire lanes.
- Identify the proposed use and occupant load under the tent.
- Provide a detailed floor plan of the tent if the occupant load is proposed to exceed 50 people. Show furnishings, aisle ways, exits, exit signage and emergency lights. Note the maximum travel distance to an exit cannot exceed 100 feet.
- Provide manufacturers' flame spread information for all fabric coverings.
- Identify the type and location of all anchorage ropes, stakes, or weighted anchors. Note the 12 foot separation distance is measured from the outside edge of such anchorage. Large tents may require engineer sealed anchorage designs. Contact your Building Department for a determination.
- If electrical equipment, lighting, or generators are to be installed, indicate what is proposed, and where.
- If raised platforms are to be installed, structural design information for them is required.
- Show all proposed food service equipment, and indicate the heat source, i.e. electric, charcoal, gas, etc.
- If tents are to be heated, show method and equipment. Note, open flames are not permitted under tents.

WHAT NEEDS TO BE INSPECTED, AND BY WHOM

Z = Zoning Inspection B = Building Inspection F = Fire Inspection H = Health Inspection

- Location per approved plans – Z, B, F
- Flame spread certification on each panel of tent membrane (both roofs and side walls) - B
- Method of anchoring and protection - B
- Location of exit signs and emergency lights – B, F
- Layout of furnishings – B, F
- Electric work – B
- Temporary heating equipment – B, F
- Temporary fuel sources, including location and how they are secured - F
- Type, size, and location of fire extinguishers – F
- Cooking facilities – F, H
- Posting of no smoking signs – F, H
- Other fire department requirements - F
- Food service operations – H

INSPECTION REQUIREMENTS