Tent Policy & Procedures for Danforth, North, West and South Campuses at Washington University in St. Louis

NOTICE: No tents or canopies will be allowed on University properties unless authorized by the appropriate University Departments and all provisions outlined in this policy are met. Events using tents or canopies that do not conform to this policy shall be terminated by campus law enforcement officials, Environmental Health & Safety Office or local fire code officials.

POLICY/PURPOSE: This document provides information and establishes general precautions and policy for individuals or groups that plan to use tent(s) and/or canopies on University property. It provides a single source document of measures required for the safe use of tents and canopies on campus.

GENERAL INFORMATION:

I. 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.

Canopy: A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75% or more of the perimeter.

Flame-resistant treatment: A flame retardant that is applied to (or material that is composed of flame-resistant material) applied to tents, air-supported, air-inflated or tensioned membrane structures and their appurtenances, sidewalls, drops and tops of temporary membrane structures, canopies, tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways and meets NFPA 701 standards.

II. Tents and canopies may only be erected in approved locations with permission from the entity that owns or controls the space. Final approval rests with the Environmental Health & Safety Office and/or the local fire code official.

III. Step By Step Coordination:

The University, Student Group/Organization or Entity Using the Space will:
1. Review the following requirements and complete attachments to include a written description of the event with site plan (map).
2. **Student Groups/Greek Organizations only:** Contact Student Involvement & Leadership **at least 3 weeks prior** to the event to obtain guidance and permission to hold the event.
3. Contact the company that you will be renting the tent from and obtain their signature, that they have read this policy; abide by it, and all local code and ordinance requirements.

4. Contact the WU Facilities Grounds Manager or equivalent at least 3 weeks prior to the event to obtain their permission and signature to erect the tent. The Grounds Manager can help you determine who to contact for permission to use the space where you wish to erect the tent.

5. Contact the WU entity that owns/controls the space where you wish to erect the tent and obtain their permission and signature to erect the tent at least 3 weeks prior to the event.

6. Contact the WU Environmental Health & Safety Office at least 3 weeks prior to the event to obtain their permission and signature to erect the tent.

7. Contact the WU Zone Manager for the zone that you wish to erect the tent in at least 2 weeks prior to the event to obtain their permission and signature to erect the tent.

8. Contact the Director of Emergency Management at least 10 days prior to the event to obtain an emergency preparedness plan, permission and signature. (Contact only required if you anticipate 100 or more people in attendance or if the event will be held outdoors.)

9. Contact the WU Police Department (Patrol Bureau Commander or Chief of Police) at least 14 days prior to the event to obtain their permission and signature to erect the tent.

10. Contact the WU Utilities Manager at least 10 days prior to the event to obtain their permission and signature to erect the tent and to schedule a utility survey of the area that you wish to erect the tent.

11. Contact the appropriate Fire Department at least 10 days prior to the event to obtain their signature and to apply for and pay for the required permits. Note: All contracts and permits must be signed for by designated University staff. They cannot be signed by students.

12. A copy of the signed permit(s), signed/completed tent policy checklist and copy of the flame resistance certificate or affidavit must be provided to the WU EH&S, Occupational Safety Office at least 3 days prior to the event.

IV. Requirements:

There are different requirements that must be met for tents and canopies which are jurisdiction specific. The majority of the campuses fall in either the jurisdiction of the city of Clayton or the city of St. Louis. For a complete list of requirements please refer to attachments 3 and 4.

- All tents and canopies having an area in excess of 400 ft² (Clayton) and 1,000 ft² (St. Louis City) require a permit from their respective cities.
The tent/canopy and decorative materials shall be flame-resistant or treated with a flame-resistant material. A certificate or affidavit of treatment must be submitted with this application.

Tents/canopies must stay 20 ft. from lot lines, buildings, other temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

Exits: Tents/canopies must have at least the minimum number of required exits. Tents/canopies with occupant loads of 50 or more also require exit signs that are either self-luminous or illuminated by internal/external fixtures.

- 10-199 persons 2 exits required
- 200-499 persons 3 exits required
- 500-999 persons 4 exits required
- 1,000 or more persons contact EH&S

Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 ft. of the tent/canopy unless approved by the code official.

No smoking is allowed inside of the tent/canopy. Portable fire extinguishers are required for all tents/canopies. Contact EH&S or fire code official for type needed, number required and placement.

Aisles and exits must be free and unobstructed during tent/canopy occupancy.

Hay, straw, shavings or similar combustible materials shall not be located within any tent/canopy containing assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent/canopy, shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 50 ft. from the structure. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

All appliances, spotlights, lighting and sound systems shall be powered by electricity and may require a separate electrical permit.
• All tents/canopies shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
• Tents/canopies may not be erected for more than 30 days.
ATTACHMENT ONE

TENT/CANOPY POLICY CHECKLIST

When all signatures are obtained please forward to EH&S at Campus Box 1010, or fax to 935-9266.

(1) Environmental Health & Safety Office (EH&S, Occupational Safety Division)
Name________________________________________________ Date________________

(2) WU Facilities & Grounds Manager
Name________________________________________________ Date________________

(3) Student Involvement and Leadership (for Student Groups or Greek organizations)
Name________________________________________________ Date________________

(4) Event Management or owner of the space where the tent/canopy will be erected
Name________________________________________________ Date________________

(5) Tent/Canopy Rental Company Representative
Name________________________________________________ Date________________

(6) WU Facilities Zone Manager for the area that the tent/canopy will be erected
Name________________________________________________ Date________________

(7) Director of Emergency Manager (Only if 100 or more people are anticipated at your event or if the event will be held outdoors.)
Name________________________________________________ Date________________

(8) Washington University Police Department or Med. School Protective Services
Name________________________________________________ Date________________

(9) WU Utilities Manager
Name:________________________________________________ Date:________________

(10) Fire Department Code Official
Name:________________________________________________ Date:________________

With my signature, I verify the above Departments and people have been notified of our intent to erect a tent/canopy on Washington University properties.

Signature________________________________________________ Date________________

Environmental Health & Safety, Washington University in St. Louis, Campus Box 1010, One Brookings Drive, St. Louis, Missouri 63130-4899, (314) 362-6816, Fax: (314) 935-9266, http://ehs.wustl.edu
Attachment Two A

WRITTEN DESCRIPTION OF EVENT:

Name of Group or Organization:
________________________________________

Name of your WU Sponsor:
________________________________________

A name and contact information of the Washington University person, staff or faculty member who will ensure compliance:
________________________________________

Date: _________________________________    Time: _________________________________

Location of the event:
________________________________________

Estimated number of participants and attendees: _________________________________

This event is for Washington University students and members only.
Yes _______     No: _______

NOTE: If the event is open to other than University students and members please identify who the non-university invitees will be.

________________________________________________________________________________

Will there be alcohol present at this event? Yes____ No ____ if yes describe in written description

Written detailed description of the event:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Environmental Health & Safety, Washington University in St. Louis, Campus Box 1010, One Brookings Drive, St. Louis, Missouri 63130-4899, (314) 362-6816, Fax: (314) 935-9266, http://ehs.wustl.edu
ATTACHMENT TWO B

POINTS OF CONTACT

1) Environmental Health & Safety Office, Occupational Safety – 935-9264 - Campus Box 1010

2) Executive Director of Campus Life - 935-5994 – Campus Box 1068

3) Facilities Planning & Management - Campus Box 1036
   a. - Grounds Manager - 935-5433
   b. - Yellow Zone Manager - 935-4348
   c. - Orange Zone Manager - 935-5568
   d. - Blue Zone Manager - 935-7274
   e. - Green Zone Manager - 935-4019
   f. - Red Zone Manager - 935-8683
   g. – Purple Zone Manager - 935-4120
   h. – Silver Zone Manager - 935-4737
   i. - Utilities Manager - 935-4351

4) Washington University Police Department - The Patrol Bureau
   Commander at 935-7697, or the Police Chief at 935-5514 - Campus Box 1038


6) St. Louis Fire Department—(314-289-1900) 1421 N. Jefferson St. Louis, MO 63106

7) St. Louis Dept. of Public Safety, Div. of Bldg. & Inspection—(314-622-3313)
   1200 Market St., Room 425  St. Louis, MO  63103

8) Event Management – 935-6637 – Campus Box 1155

9) Director of Housing Operations – 935-5832 – Campus Box 1250

10) Director of Emergency Management – 935-9261 – Campus Box 1103
ATTACHMENT THREE

CITY OF CLAYTON TENTS AND MEMBRANE STRUCTURES
CODE & PERMIT APPLICATION

The requirements for tents and membrane structures shall comply with the fire code, including the code sections listed below:

105.6.43 Temporary membrane structures and tents

An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 square feet (37 m²).

Exceptions:

1. Tents used exclusively for recreational camping purposes.

2. Tents open on all sides, which comply with all of the following:
   2.1 Individual tents having a maximum size of 700 square feet (65 m²).
   2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65 m²) total.
   2.3 A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

2403.2 Approval required.

Tents and membrane structures having an area in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Exceptions:

1. Tents used exclusively for recreational camping purposes.

2. Tents open on all sides which comply with all of the following:
   2.1 Individual tents having a maximum size of 700 square feet (65 m²).
   2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m²) total.
   2.3 A minimum clearance of 12 feet (3658 mm) to all structures and other tents.
ATTACHMENT THREE CONTINUED

2403.5 Use period.
Temporary tents, air-supported, air-inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12-month period on single premises.

2403.8 Access, location and parking.
Access, location and parking for temporary tents and membrane structures shall be in accordance with this section.

2403.8.1 Access.
Fire apparatus access roads shall be provided in accordance with Section 503.

2403.8.2 Location.
Tents or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.

Exceptions:

1. Separation distance between membrane structures and tents not used for cooking is not required when the aggregate floor area does not exceed 15,000 square feet (1394 m²).

2. Membrane structures or tents need not be separated from buildings when all of the following conditions are met:
   
   2.1. The aggregate floor area of the membrane structure or tent shall not exceed 10,000 square feet (929 m²).
   
   2.2. The aggregate floor area of the building and membrane structure or tent shall not exceed the allowable floor area including increases as indicated in the International Building Code.
   
   2.3. Required means of egress are provided for both the building and the membrane structure or tent including travel distances.
   
   2.4. Fire apparatus access roads are provided in accordance with Section 503.

2403.9 Anchorage required.
Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

2403.11 Seating arrangements.
Seating in tents or membrane structures shall be in accordance with Chapter 10.
ATTACHMENT THREE CONTINUED

2403.12 Means of egress.
Means of egress for temporary tents and membrane structures shall be in accordance with Sections 2403.12.1 through 2403.12.8.

2403.12.1 Distribution.
Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points are 100 feet (30 480 mm) or less from an exit.

2403.12.2 Number.
Tents, or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required by Table 2403.12.2. The total width of means of egress in inches (mm) shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches (5 mm) per person.

TABLE 2403.12.2
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES AND TENTS

<table>
<thead>
<tr>
<th>OCCUPANT LOAD</th>
<th>MINIMUM NUMBER OF MEANS OF EGRESS</th>
<th>MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)</th>
<th>MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 to 199</td>
<td>2</td>
<td>72</td>
<td>36</td>
</tr>
<tr>
<td>200 to 499</td>
<td>3</td>
<td>72</td>
<td>72</td>
</tr>
<tr>
<td>500 to 999</td>
<td>4</td>
<td>96</td>
<td>72</td>
</tr>
<tr>
<td>1,000 to 1,999</td>
<td>5</td>
<td>120</td>
<td>96</td>
</tr>
<tr>
<td>2,000 to 2,999</td>
<td>6</td>
<td>120</td>
<td>96</td>
</tr>
<tr>
<td>Over 3,000a</td>
<td>7</td>
<td>120</td>
<td>96</td>
</tr>
</tbody>
</table>

For SI: 1 inch = 25.4 mm.
a. When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.

2403.12.3 Exit openings from tents.
Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:

1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches (2032 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.
ATTACHMENT THREE CONTINUED

2. Curtains shall be of a color, or a color, that contrasts with the color of the tent.

2403.12.4 Doors.
Exit doors shall swing in the direction of exit travel. To avoid hazardous air and pressure loss in air-supported membrane structures, such doors shall be automatic closing against operating pressures. Opening force at the door edge shall not exceed 15 pounds (66 N).

2403.12.5 Aisle.
The width of aisles without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum aisle width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.

2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point.

2403.12.5.1 Arrangement and maintenance.
The arrangement of aisles shall be subject to approval by the fire code official and shall be maintained clear at all times during occupancy.

2403.12.6 Exit signs.
Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

2403.12.6.1 Exit sign illumination.
Exit signs shall be either listed and labeled in accordance with UL 924 as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaries supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or

3. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set and the system shall be installed in accordance with NFPA 70. The emergency system provided shall have a minimum duration of 90 minutes when operated at full design demand.

4. 2403.12.7 Means of egress illumination.
Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
ATTACHMENT THREE CONTINUED

2403.12.8 Maintenance of means of egress.
The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet (2438 mm). The surface of means of egress shall be maintained in an approved manner.

2404.2 Flame propagation performance treatment.
Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit.

2404.3 Label.
Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type.

2404.4 Certification.
An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the owners of the tent or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

2404.5 Combustible materials.
Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time.

2404.6 Smoking.
Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.
ATTACHMENT THREE CONTINUED

2404.7 Open or exposed flame.
Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent or membrane structures while open to the public unless approved by the fire code official.

2404.12 Portable fire extinguishers.
Portable fire extinguishers shall be provided as required by Section 906.

2404.15 Heating and cooking equipment.
Heating and cooking equipment shall be in accordance with Sections 2404.15.1 through 2404.15.7.

2404.15.1 Installation.
Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code, and shall be approved by the fire code official.

2404.15.2 Venting.
Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the International Fuel Gas Code and the International Mechanical Code. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent or membrane structure shall be not less than 12 inches (305 mm) from the flue or vent.

2404.15.3 Location.
Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

2404.15.4 Operations.
Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.

2404.15.5 Cooking tents.
Tents with sidewalks or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet (6096 mm).

2404.15.6 Outdoor cooking.
Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent or membrane structure.

2404.15.7 Electrical heating and cooking equipment.
Electrical cooking and heating equipment shall comply with NFPA 70.
ATTACHMENT THREE CONTINUED

2404.16 LP-gas.
The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with Sections 2404.16.1 through 2404.16.3.

2404.16.1 General.
LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with Chapter 38 and with the International Fuel Gas Code.

2404.16.2 Location of containers.
LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure.

2404.16.2.1 Containers 500 gallons or less.
Portable LP-gas containers with a capacity of 500 gallons (1893 L) or less shall have a minimum separation between the container and structure not less than 10 feet (3048 mm).

2404.16.2.2 Containers more than 500 gallons.
Portable LP-gas containers with a capacity of more than 500 gallons (1893 L) shall have a minimum separation between the container and structures not less than 25 feet (7620 mm).

2404.16.3 Protection and security.
Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.
### Application for Fire Safety Operational Permit

**Date:**

**Reason for Application:**

### Applicant Information

- Applicant’s Name ________________________________
- Applicant’s Address ________________________________
- Applicant’s Phone ________________________________
- Owner
- Contractor
- Design Professional
- Other

### Location of Proposed Construction

- No. ____________________________
- Street: ____________________________
- Suite/Unit: ____________________________
- Owner of property: ____________________________
- Owner address: ____________________________

### Type of Work to be Performed

- Install
- Repair
- Remove
- Alter
- Abandon
- Place out-of-service
- Other

Describe nature of work and specific location:

**Estimated Date of Completion:** ____________________________

**Total Cost of Project:** ____________________________

### Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
<th>Activity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carnivals &amp; fairs</td>
<td>$25/week</td>
<td>HW Torched-Off (not on roof)</td>
<td>$50 - (1)</td>
</tr>
<tr>
<td>Compressed gases</td>
<td>25/week</td>
<td>Hot Work Program</td>
<td>$75/year</td>
</tr>
<tr>
<td>Cryogenic fluids</td>
<td>$10/week</td>
<td>LP-Gas temporary heating</td>
<td>$50 - (1)</td>
</tr>
<tr>
<td>Cutting &amp; welding</td>
<td>$15 - (1)</td>
<td>LP-Gas dems</td>
<td>$15 - (1)</td>
</tr>
<tr>
<td>Dry cleaning</td>
<td>$35/week</td>
<td>LP-Gas food prep</td>
<td>$25</td>
</tr>
<tr>
<td>Exhibits &amp; trade shows</td>
<td>$50 - (1)</td>
<td>LP-Gas other uses</td>
<td>$15 - (1)</td>
</tr>
<tr>
<td>Explosives &amp; fireworks</td>
<td>* (1)</td>
<td>Open burning/bonfires</td>
<td>$25</td>
</tr>
<tr>
<td>Firewatch</td>
<td>$35/hour/person</td>
<td>Open flames-Remove paint</td>
<td>$25 - (1)</td>
</tr>
<tr>
<td>Flammable &amp; combustible liquid storage</td>
<td>$25/year</td>
<td>Open flames - candles (A)</td>
<td>$25/year</td>
</tr>
<tr>
<td>Place tank out-of-service</td>
<td>$50</td>
<td>Places of assembly</td>
<td>$50</td>
</tr>
<tr>
<td>Other flammable &amp; combustible liquids</td>
<td>$50 - (1)</td>
<td>Private fire hydrants</td>
<td>$10 &amp; $1/day</td>
</tr>
<tr>
<td>Hazardous materials</td>
<td>$50 - (1)</td>
<td>Pyrotechnic effects handling</td>
<td>$50/year</td>
</tr>
<tr>
<td>Helicopter operations</td>
<td>*</td>
<td>Refrigeration equipment</td>
<td>$25/year</td>
</tr>
<tr>
<td>Hot work dems</td>
<td>$25</td>
<td>Repair garage &amp; service station</td>
<td>$50/year</td>
</tr>
<tr>
<td>Hot work in structure</td>
<td>$25</td>
<td>Special Events</td>
<td>$25/event</td>
</tr>
<tr>
<td>Hot work fixed site</td>
<td>$25/week</td>
<td>Tents, canopies, membrane</td>
<td>$15/event</td>
</tr>
<tr>
<td>Hot work in hazard area</td>
<td>$25 - $30/hrins</td>
<td>Tents w/ LPG Heating</td>
<td>$50/event</td>
</tr>
<tr>
<td>Hot Work Torched kettles on roof</td>
<td>*</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

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**Permit Card and Approved Plans from Fire Department must be on site or inspection request will be rejected.**

*Signature of Applicant: ____________________________

*Print Name: ____________________________

*06-18-11*
ATTACHMENT FOUR

CITY OF ST. LOUIS TENTS AND MEMBRANE STRUCTURES CODE & PERMIT APPLICATION

City of St. Louis
Department of Public Safety
Division of Building and Inspection
Francis G. Slay
Mayor

TENTS AND AIR SUPPORTED STRUCTURES

This application should be filled in completely, signed, and hand delivered or mailed with a check payable to the City of St. Louis in the amount of $35 per tent over 1,000 sq. feet to:

Permit Section, Building Division
Room 425 City Hall
1200 Market St.
St. Louis, MO 63103

Your application will be processed and the permit mailed to you. Please complete the following:

Address of proposed tent: ____________________________________________________________

Date tent up: ____________________ Date tent down: ____________________

Owner of lot:

Name
__________________________________________

Address
(____)_____________________________________

Telephone Number

Occupant of lot:

Name
__________________________________________

Address
(____)_____________________________________

Telephone Number
ATTACHMENT FOUR CONTINUED

I understand that if issued, this will constitute a permit to erect this tent in accord with Ordinance 63703 (Building Code), and Ordinance 63805 (Fire Prevention Code), and not a license to violate any code or ordinance provisions. I have read the above entries and agree that they are correct.

NOTE: If you have multiple tents, list information for each tent on a page attached to this application:

Agreed by:

________________________________________________________________________________________
Signature of Agent Accepting Conditions
________________________________________________________________________________________
Printed Name of Agent
________________________________________________________________________________________
Name of Company, Firm or Corporation
________________________________________________________________________________________
Company Address
________________________________________________________________________________________
Company City, State, Zip Code
________________________________________________________________________________________
Phone Number
________________________________________________________________________________________
Date

Purpose of Tent: ________________________________________________________________

Size of Tent: x__________ Long x __________wide x __________ high

Cost of Tent Rental: ______________________________________________________________
ATTACHMENT FOUR CONTINUED

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR TENTS 2008

TENTS REQUIRING PERMITS:

1. All tents greater than 1,000 sq. feet in total area, including multiple tents attached to each other with an aggregate area greater than 1,000 sq. feet. The erection and maintenance of tents on the same lot shall not exceed a total of 180 days unless a waiver is granted by the Building Code Official.

2. All tents, regardless of size, that affect, cover or obstruct any portion of the required means of egress from any building.

TENTS NOT REQUIRING PERMITS:

1. Tents Less than 1,000 sq. ft. that do not affect, cover or obstruct any portion of a required means of egress from any building.

2. Tents operated 2 ½ days or less by a non-for profit organization and operated on private ground owned by and adjacent to said organizations facilities.

3. Tents for private family events that are erected on the same lot with the residence.

PERMIT APPLICATIONS:

1. Tents requiring permits:
   - Shall not be erected prior to obtaining a tent permit;
   - Shall not be operated or occupied prior to inspection and formal approval by the Fire Safety Unit inspector.
2. Formal approval will be issued in the form of:
   - A “Certificate of Inspection” signed and dated by the Fire Safety Unit inspector and;
   - An “Occupancy Load Placard” indicating the maximum number of persons allowed in the tent. Both documents shall be posted in a conspicuous, protected location.

3. Apply for tent permits in person in the Building Division – Permit Section, Room 425, City Hall between 8 a.m. and 4:30 p.m. Monday-Friday: the office is closed on all City holidays. The cost is $35.00 per tent. Contact the Permit Section for application details: (314) 622-3313.

4. A site plan is required to be submitted with the application, showing the location of the tent(s) in relation to the property lines and buildings(s). The plan shall also show the means of egress (exits) and the exit path(s) to the street, alley or public way for the tent and for any building affected by the tent. Exit signs, emergency lights, doors and any HVAC for the tent shall be shown on the plans.

5. A notarized letter from the owner is required if the tent is to be located on property not owned by the applicant.

**REQUIREMENTS FOR ALL TENTS**

1. **Number and size of exits to the exterior of the tent:**
   a. for less than 50 persons: one exit, a minimum of 36” wide.
   b. for 50 to 499 persons require a minimum of two exits: the main entrance/exit shall be a minimum of 72” wide, additional exit, a minimum of 72” wide
   c. for 500 to 999 persons: three exits are required: the main entrance/exit minimum 72” wide and two additional exits each a minimum of 72” wide.
   d. for 1000 or more persons: contact the Fire Safety Unit Inspector.

2. **Remoteness:** For tents requiring two or more exits, the location of two of the exits shall be separated by a distance of at least ½ the total diagonal measurement of the tent. The maximum travel distance to the nearest exit is 150 feet. All exits shall discharge at a street, alley or public way. If any portion of a required exit from a building is covered by a tent, additional requirements may apply.

3. **Exit access:** Exits and exit access aisles shall not be obstructed. Exiting shall not require the use of any special knowledge or effort. Tent “flaps” covering the exit opening...
shall not be secured, fastened, locked or tied closed. The tent exit doors may be used upon approval of the Code Official: these doors shall be indicated on the application plan, are required to swing in the direction of egress (exit) travel and will require approved panic hardware, except for occupancies less than 50 persons.

4. **Exit signs & emergency lights:** Minimum one emergency light and one exit sign at each exit, (except for tents with an occupant load less than 50 and certain family event tents.) An electrical permit may be required; contact the Electrical Section.

5. **Seating; chairs:** No more than 11 seats per row; chairs must be bound together in groups of three or more. Aisles a minimum of 60” wide shall be provided on both sides of all rows and in the front and rear of the seating areas(s).

**PRECAUTIONS AGAINST FIRE:**

1. **Fire extinguisher:** An approved and serviced ABC type fire extinguisher shall be readily visible and accessible within 100 feet of any point inside the tent.
2. **Tent construction:** Tents shall be constructed and supported to withstand a wind speed of 90 miles per hour: Exposure B. Tent fabric and decorative material shall be flame resistant/self-extinguishing in accordance with the Building and Fire Codes of the City of St. Louis. Tents walls shall be a minimum of four feet from interior lot limits.
3. **Operations:** It shall be the responsibility of the applicant to ensure that the tent is being operated and maintained in a safe manner in accordance with the permit requirements, including not exceeding the occupant load.
4. **Fire Safety:** No open flames of any kind are allowed in the tent. Lighting, audio and visual systems to be powered by electricity only: permit required. No hay, straw or similar combustible material allowed in or near the tent. Failure to operate and maintain the tent in accordance with the immediate closure, revocation of the “Certificate of Inspection”, fines and/or other legal actions by the City of St. Louis.
5. **Staffing:** A minimum of one staff person shall be on site at all times while open to the public to monitor conditions and address concerns that the public, Police, Fire Safety Unit, Fire Marshal, Fire Department or other authorities may have.
6. **Propane:** The use of propane requires a separate permit from the Fire Marshal’s Office (314) 289-1900.
7. **Electrical:** Permit required. Tents shall not be located under electrical transmission lines unless approved by the Electrical Section. Contact Electrical Inspection Section: (314) 622-3325.

**OTHER REQUIREMENTS:**

1. **BPS Permit:** A Board of Public Service permit is required if tent is to be located on City of St. Louis owned property. (341) 622-4627.
2. **ADA requirements:** Accessibility to tents for people with disabilities shall be maintained at all times. An unobstructed route within and into the tent shall be provided continuously during the use of the tent. For additional information, contact the Commissioner on the disabled, (314) 622-3686.
3. **Fire Safety:** For specific fire safety questions regarding tents, relating to exits, hardware, etc. contact the Fire Safety Unit: (314) 641-8678.
4. **Propane:** For questions relating to propane permits, contact the Fire Marshal’s Office: (314) 289-1900.

Reviewed 6/2015