



Commission on Fire Accreditation International

WEST DES MOINES FIRE DEPARTMENT
TENT, CANOPY, OR INFLATABLE (MEMBRANE STRUCTURE)
PERMIT APPLICATION FEE \$50.00

These items must be returned with the Application Fee before permit will be issued:

- 1. Completed Application Form.
2. Certificate of Flame Resistance.
3. Site Plan and Interior Layout (i.e. tables & chairs, stage, etc)
4. Depending on location, a City temporary use permit may also be required.

Application Date: Type: Tent Canopy Inflatable (Membrane)

Applicant's Name (print)

Cell: Office: Fax:

Email Address:

NOTE: An email address or fax number is needed to send our tent review and/or permit.

Name of Event (or Business):

Address of Event / Activity:

Proposed use (Meeting, Party/Dance, Meal, etc.):

Date(s) of Use: Time of Use: Alcohol served? YES NO

Scheduled Set-up Date/Time (Completed):

STRUCTURE / INFLATABLE INFORMATION

Structure dimensions: Tent #1: (ft) X (ft) Tent Sides: YES NO
Tent #2: (ft) X (ft) Tent Sides: YES NO
Tent #3: (ft) X (ft) Tent Sides: YES NO

Will there be any heating or cooking equipment in the structure? YES NO

If "Yes" please explain

Inflatable Info: Number of Inflatables:

Description(s)

Provider/Vendor of Structure(s)

Contact Name: Office: Cell:

I certify the above information is true to the best of my knowledge. I agree to install and to use the tent, canopy, membrane structure in accordance with the West Des Moines Fire Code requirements. I further certify that I have read the permit requirements provided on the back of this application.

Applicant Signature Printed Name

If the permit application for the tent or inflatable is not received prior to 5 business days of the date of the event, the fee will be \$100.00.

[OFFICE USE ONLY]
Application Received Date Review Date Inspection Date
Passed: YES NO
Payment Type: Visa MC Cash Money Order Check #





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WEST DES MOINES FIRE DEPARTMENT

TENT, CANOPY, OR INFLATABLE (MEMBRANE STRUCTURE)

PERMIT REQUIREMENTS

The West Des Moines Fire Department has established the following requirements for the use of any **TENT, CANOPY OR INFLATABLE (MEMBRANE) STRUCTURE** having an area greater than 200 square feet for any tent, greater than 400 square feet for any canopy, and any inflatable (membrane) structure. Exception: tents used exclusively for camping.

1. An application and site plan is required to be submitted with a \$50.00 permit application fee a minimum of 5 business days prior to the date of the event to the address on the front or the fee will be \$100.00 The site plan will need to be legible showing the location of the tent, in feet, from other structures, access roads, streets, vehicle parking, and property lines. The interior plan layout shall indicate tables, stages, etc.
2. A certificate of flame-retardant treatment is to be provided with the application for each structure being permitted.
3. Fire extinguishers shall be 10-pound ABC and are to be provided in each tent or canopy by the exits.
4. An occupant load sign shall be established for the tent based upon 1 person for every 15 square feet when tables and chairs are used, one person for every 7 square feet when only chairs are used and one person for every 5 square feet for standing room. Only the usable floor space needs to be calculated when determining the occupant load. This sign shall be posted by the main entrance.
5. Exits shall be spaced at approximately equal intervals around the perimeter of the tent so that no point within the tent is more than 100 feet from an exit. The numbers of exits is dependant upon the occupant load. Exit openings from tents shall remain open unless covered by a flame-resistant curtain and shall be of a color, or colors, which contrasts with the color of the tent.
6. Self-luminous, internally or externally illuminated exit signs are required when the occupant load exceeds 50 persons.
7. Emergency lights shall be placed in any tent when the occupant load exceeds 50.
8. Smoking is prohibited by any persons in any tent, canopy or membrane structure. "No Smoking Signs" are required to be posted in conspicuous locations.
9. Tents, canopies and membrane structures shall not be located within 20 feet of property lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.

NOTE: This is just a highlight of the fire code regulations. There are some exceptions to these regulations. This list is not an all inclusive list. Source: International Fire Code, 2015 edition. If you have any questions, please contact us at 515-273-0643.

