



Monarch Fire Protection District

13725 Olive Blvd., Chesterfield, MO 63017
314-514-0900 ext. 2230

fireprevention@monarchfpd.org

www.monarchfpd.org

Application for Special Event/Tent

This entire application must be completed and submitted with all required documentation.
Spaces not applicable to your event should be marked "N/A."
Incomplete applications or documentation will delay or prohibit approval of your event.

EVENT INFORMATION		
NAME OF EVENT:		
EVENT DATES:	SET-UP DATE:	DATE/TIME OF INSP:
EVENT LOCATION/PROPERTY NAME:		
ADDRESS OR NEAREST STREET INTERSECTION:		
PROPERTY OWNER INFORMATION		
PROPERTY OWNER:		PHONE:
EMAIL:		
ADDRESS:	CITY/STATE/ZIP:	
CONTACT:	CELL:	
EMAIL:		
EVENT HOST ORGANIZATION INFORMATION		
BUSINESS NAME:		PHONE:
EMAIL:		
ADDRESS:	CITY/STATE/ZIP:	
CONTACT:	CELL:	
EMAIL:		
APPLICANT INFORMATION		
NAME:		
ADDRESS:	CITY/STATE/ZIP:	
CONTACT:	CELL:	
EMAIL:		
NUMBER OF PARTICIPATING VENDORS OR PARTICIPATING ORGANIZATIONS:		
ANTICIPATED # OF PERSONS PARTICIPATING:		
ANTICIPATED # OF PERSONS ATTENDING		

SITE ADDRESS:

PERMIT #:



SPECIAL EVENT/TENT AND TEMPORARY COOKING PERMIT APPLICATION INSTRUCTIONS & INFORMATION

Individuals, companies or organizations seeking a permit for a temporary tent structure must complete the "SPECIAL EVENT/TENT PERMIT APPLICATION." The entire application must be completed and submitted with all required documentation. Spaces not applicable to your event should be marked "N/A". Incomplete applications or documentations will delay or prohibit approval of your event.

SUBMITTAL REQUIREMENTS FOR TENTS GREATER THAN 400 SF AND CANOPIES GREATER THAN 700 SF AND ALL TEMPORARY COOKING OPERATIONS (REGARDLESS OF SIZE)

Your permit cannot be issued without all the items below:

SITE PLAN: Provide a site plan showing the following:

1. Location of all tents and cooking operations and the distances from lot lines, buildings, and other tents.
 - **20-foot clearance** (including support ropes and guy wires) required on all sides from buildings, lot lines, other tents, generators, parking, etc. for tent and membrane structures up to 15,000 sq. ft. (aggregate)
 - **50-foot clearance** required for tent and membrane structures greater than 15,000 sq. ft.
2. Location of all fire lanes and fire access roads
3. Minimum 12-foot-wide fire break, passageway or fire road on all sides of the tent/canopy.

FLOOR PLAN: Provide a floor plan for all tents and canopies showing the following:

1. Location and details of means of egress, including a) location and size of exit aisles and passageways, b) exit doors, etc.) exit signs and) emergency lighting.
2. Arrangement and capacity of seating
3. Location of stages or platforms
4. Location and type of cooking equipment, heating equipment and electrical equipment
5. Clearance of at least 3 feet between tent fabric and contents
6. Location of trash cans (required to be metal with metal lids)
7. Location of fire extinguishers.

TEST CERTIFICATE: Provide certificates from an approval testing laboratory certifying that the following items have been treated and meet the requirements for flame resistance in accordance with NFPA 701:

1. Tent fabric (including top, sides, and drops)
2. Tarpaulins
3. Combustible decorative materials including Floor coverings (including sawdust), Bunting, Etc.

OWNER CERTIFICATE: Provide an affidavit, and retain a copy on the premises where the tent is located, attesting to the following:

1. Name and address of the tent owner
2. Date the fabric was last treated with flame-resistant 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



TENT AND BOOTH REQUIREMENTS & INFORMATION

To help ensure the safety, health and welfare; and, in general, to secure safety to life and property from all hazards incident to the design, erection, repair, or use and occupancy of all buildings, structures or premises in the Monarch Fire Protection District, we have adopted the 2024 International Codes as part of Ordinance No. 100 The Fire Prevention Code.

TENTS AND OTHER MEMBRANE STRUCTURES NEEDING A PERMIT:

- Tents over 400 square feet with one or more sides. **(Single or aggregate sq. ft.)**
- Tents over 700 square feet open on all sides. **(Single or aggregate sq. ft.)**
- Cooking tents/booths **(regardless of size)**.

To avoid the permit requirement on multiple tents there must be a 12-foot Fire break every 400 sq. ft. aggregate for tents with one or more sides or 700 sq. ft. aggregate for tents with no sides. See COOKING TENTS/BOOTHS for additional spacing requirements.

PERMITTING PROCESS:

- All tents and other membrane structures shall comply with Chapter 31 of the 2024 International Fire Code.
- Application must be submitted a minimum of 2 two weeks prior to tent set up. **(A late fee of \$100 will be assessed for applications made less than seven days prior to set up)**.
- Apply for permit at the Monarch Fire Prevention Bureau 13725 Olive Blvd., Chesterfield, MO 63017.
- The application will be reviewed for compliance to the fire code and a processing fee will be assessed.
- All Checks should be made payable to **Monarch Fire Protection District**.
- A temporary use permit will be issued upon the physical inspection of the location and structure.

PERMIT/INSPECTION FEES:

- **\$175** will be assessed for a Special Event permit.
 - An additional **\$ 50** will be assessed for each cooking tent/booth if there are more than ten (10) such tents or booths included as part of the event.

PERMITS:

A permit issued by the Monarch Fire Protection District will be required for each cooking tent/booth. **The permit application should contain the following:**

- A complete site plan, including the location of tents, fire apparatus access roads, hydrants, property lines, and the location of nearby structures.
- Location of all LPG tanks showing the distance from tents, cooking tents/booths and other structures.
- The **California State Fire Marshal's flame-retardant certification** must be visibly displayed on each separate section of the tent **(see example later in this packet)**.
- A plan for the interior of the tent, including fire extinguishers, seating arrangements and the location and type of heating or cooking equipment.
- The time period for which the tent or structure is intended to be in place. Maximum 180 days.



TENT AND BOOTH REQUIREMENTS & INFORMATION

COUNT ON US

GENERAL REQUIREMENTS FOR ALL TENTS & TEMPORARY STRUCTURES:

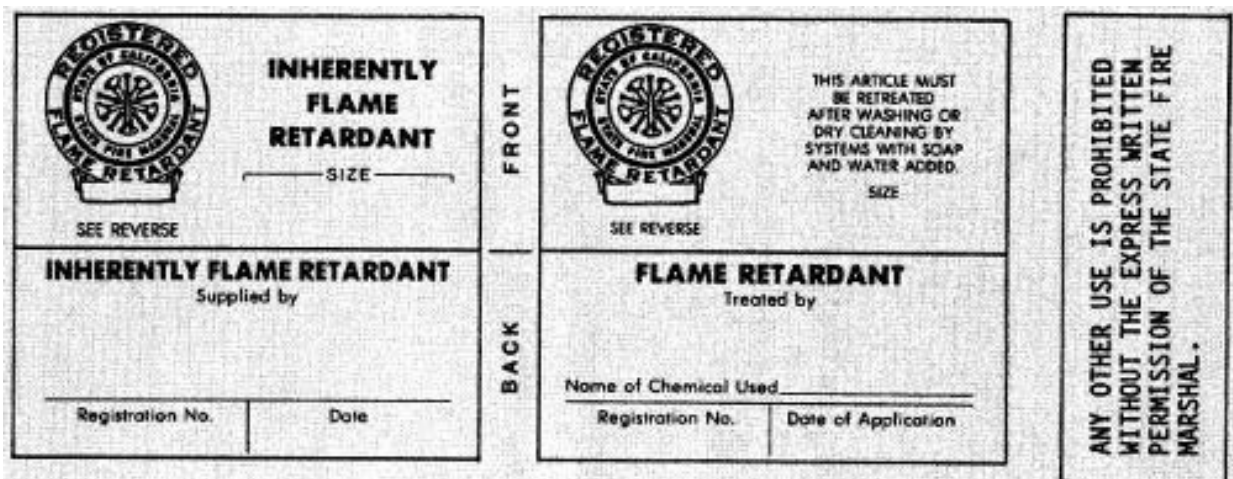
- All tents **shall be properly secured**. Securing the structures is the responsibility of the owner/operator.
- A portable **fire extinguisher with a minimum 2A10BC** rating must be accessible within **75** feet walking distance of all tents/temporary structures, at a minimum, as required by section 906 of the 2024 IFC. All fire extinguishers shall be properly mounted and require a **current inspection tag or sales receipt**.
- No smoking signs must be provided in each tent.
- Exits shall be clearly marked and lighted when the exits serve an occupant load of **50** or more. Exits shall be kept open at all times or otherwise comply with Section 3103.11 of the 2024 IFC.
- Generators must be maintained at least **20** feet from any tent or temporary structure.
- No combustible waste can be stored within **30** feet of a tent or temporary structure.
- Open/exposed flames for cooking or other purposes are not permitted in tents or canopies open to the public.
- Tents cannot be enclosed to provide protection from weather
- Minimum number of exits (means of egress) shall be in accordance with the following table:

Occupant Load	Minimum Number of Exits	Minimum Width of Each Exit (inches)
10 to 199	2	72
200 to 499	3	72
500 to 999	4	96
1,000 to 1,999	5	120
2,000 to 2,999	6	120
Over 3,000*	7	120

*When the occupant load exceeds 3,000, the total width of exits (in inches) shall be not less than the total occupant load multiplied by 0.2 inches per person.

- Flame retardant certification must be provided for all temporary structures utilized for cooking or heating of food. **California State Fire Marshal's flame retardant certification seal** must be visibly affixed to the tent.

Example:



EXCEPTION: Tents without sides, 144 sq. ft. or smaller in area are not required to be labeled or sealed.



TENT AND BOOTH REQUIREMENTS & INFORMATION

COOKING TENTS/BOOTHS:

In addition to the general requirements cooking tents/booths must also meet the following:

- Cooking tents/booths, or cooking tents/booths in an aggregate configuration, must be at least **20** feet from any building or other tents. Aggregate cooking tents/booths shall maintain **10 foot separation** from adjacent cooking tents/booths.
- A portable **fire extinguisher** with a minimum **4A:40BC** rating must be provided for each cooking tent/booth. If there are grease laden vapors present, a type **K** extinguisher is **also** required (i.e.: deep frying). Inspection tags are required annually. (IFC 906.3(1))
- Any open flame cooking or heat cooking shall be **supervised by an adult at all time**. This adult will serve as a fire watch and standby personnel to take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public from the structure. (Refer to IFC 2404.20)

TENT USE CONSIDERATIONS

Cooking and food warming issues:

- Food cooking operations using open/exposed flames or that generate sparks or grease-laden vapors must be staged at least 20 feet from tents used for assembly activities. If a tent is set up specifically for food cooking activities (i.e. a food cooking tent), this tent still has to be staged at least 20 feet away and may not be open to the public.

Exceptions:

- A cooking tent may be open to the public if it is open on all sides, and if cooking activities are performed in the tent that is open on all sides, the public may access the cooking areas only if it is staged at a leading edge of the tent, such that the public may approach the cooking area without entering the tent itself.
- Food warming operations (using sterno or other warming devices) are permitted in public assembly tents, but they should be set up with at least a 10-foot clearance from any combustible materials (including tablecloth linens), and a **minimum 2A10BC** dry chemical fire extinguisher must be mounted within 10 feet.

Heating/Lighting & other issues:

The following are absolutely prohibited inside or within 20 feet of tents open to the public:

- Open flame or other devices emitting flame, fire or heat (except sterno food warming devices);
- Any flammable or combustible liquids, gas, charcoal or other cooking devices. Tents shall be posted with signage stating that the tent is not a storm shelter.



COUNT ON US

TENT AND BOOTH REQUIREMENTS & INFORMATION

LPG (Liquefied Petroleum Gases)

- LPG tanks shall not be located within any tent or booth.
Exception: If an LPG appliance is approved for use by Monarch, cylinders with a capacity of 2.7 lbs. or less may be allowed. All such LPG gas cylinders not in use shall be stored outside the cooking tent/booth in a secure location and be protected against tampering.
- **LPG gas cylinders**, up to 500 gallons, must be stored outside and require a minimum separation of **10 feet from cooking appliances, tents, booths or any other structures**. Cylinders capable of holding 501 gallons and greater shall require a **25-foot separation**.

NOTE: A 10 foot hose does not equate to 10 feet of separation.

- **All tanks shall be secured** and protected from damage in the upright position by one of the following methods:
 - i. Three or more tanks nested & secured together by two or more restraints.
 - ii. Secured by one or more restraints to a fixed object.
- Hoses shall be a type approved for use with LPG equipment.
- Tank valves shall be shut off when cooking equipment is not in use.
- All LPG equipment connections shall be tested for leaks prior to use. This may be done with a soap and water solution.
- Minimum of 10-foot clearance from any trash or combustible material.

DEFINITIONS:

- **Aggregate Tent:** Multiple tents placed side by side without a Fire break, exceeding 400 square feet total with one or more sidewalls or drops or 700 feet total with no sidewalls or drops.
- **Cooking tent/booth:** A structure (tent or other construction) where food is prepared/served by any heating or cooking process such as, but not limited to, chaffing, grilling, frying, barbecuing, deep frying, baking, broiling, boiling, or steaming.
- **Deep frying:** Any cooking operation where the product floats or is submerged in hot oil during the cooking process.
- **Fire break:** An unobstructed Fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions.
- **Tent:** A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. The use of this term also refers to aggregate tents for all requirements.
- **Vendor (Non-cooking) Tent/Booth:** All tents/booths, without any cooking/heating operations, that is operated or occupied by vendors.

This information sheet provides the minimum requirements for tents and exterior cooking tents/booths. Additional fire and life safety requirements may be necessary depending on the particular situation. These requirements will be at the discretion of the fire code official. During fire department inspection vendors should be prepared to make any necessary changes in order to comply with these requirements.



TENT AND BOOTH REQUIREMENTS & INFORMATION



NOT COMPLIANT

Less than 10 feet from tent and cooking equipment; not properly secured.



TENT AND BOOTH REQUIREMENTS & INFORMATION



COMPLIANT

At least 10 feet from tent; properly secured (anchor post approx. 24" into ground).