

MONARCH FIRE PROTECTION DISTRICT



13725 OLIVE BLVD., CHESTERFIELD, MO 63017

fireprevention@monarchfpd.org

314-514-0900, EXT. 309

www.monarchfpd.org

TENT / BOOTH REQUIREMENTS

To help insure 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 2009 International Codes as part of Ordinance No. 31 The Fire Prevention Code. Definitions for *italicized terms* may be found at the end of this document.

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 24 of the 2009 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 permit 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:

- **\$155** will be assessed for the first tent or other membrane structure.
- **\$ 55** will be assessed for each additional tent or other membrane structure and each cooking tent/booth.
- **Overtime** will be assessed for after-hour or weekend inspections.

PERMITS:

A permit issued by the Monarch Fire Protection District will be required for each tent, cooking tent/booth and temporary structure as per the requirements stated above. **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 on page 2**).
- A plan for the interior of the tent, including 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.
- See "**Tent Permit Application Instructions**" at <http://www.monarchfpd.org/resources/Web-2014-Tent.pdf> for more information.

GENERAL REQUIREMENTS FOR ALL *TENTS* & TEMPORARY STRUCTURES:

- All *tents* shall be properly secured. Securing of 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 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 permitted *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 3103.12 of the 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 (the event crowd/assembly).
- 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.

COOKING TENTS/BOOTHES:

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

- 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:

 <p>INHERENTLY FLAME RETARDANT</p> <p>— SIZE —</p> <p>SEE REVERSE</p>	FRONT	 <p>THIS ARTICLE MUST BE RETREATED AFTER WASHING OR DRY CLEANING BY SYSTEMS WITH SOAP AND WATER ADDED.</p> <p>— SIZE —</p> <p>SEE REVERSE</p>	ANY OTHER USE IS PROHIBITED WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE STATE FIRE MARSHAL.
<p>INHERENTLY FLAME RETARDANT</p> <p>Supplied by _____</p> <p>Registration No. _____ Date _____</p>	BACK	<p>FLAME RETARDANT</p> <p>Treated by _____</p> <p>Name of Chemical Used _____</p> <p>Registration No. _____ Date of Application _____</p>	

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

- *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.

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 kept a minimum 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**.
- **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.

NOT COMPLIANT



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

COMPLIANT



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

