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# PEORIA FIRE DEPARTMENT

8351 West Cinnabar Avenue  
Peoria, Arizona 85345

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Date: October 27, 2008 (revised 2/2/10)  
To: Carnival/Fair and/or Tent Permit Applicants  
From: Michael Brune – Fire Prevention Inspection Supervisor  
Subject: Tent Requirements

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Effective immediately, this memo will detail the minimum requirements of the *International Fire Code* and the City of Peoria Fire Department for conducting a Carnival/Fair that involves tents<sup>1</sup>, membrane structures<sup>2</sup> and/or canopies<sup>3</sup> in association with a planned event or any other event involving a tent, membrane structure and/or canopies. An operational permit is required to be issued by the Fire Department prior to the event. The following items will be verified by the Fire Inspector on site **prior to event beginning**.

- Fabric canopies open on all sides shall comply with the following.
  - Individual canopies cannot exceed seven hundred (700) square feet (IFC 2403.2.2.1).
  - The aggregate area of multiple canopies placed side by side without a twelve (12) foot fire break cannot exceed seven hundred (700) square feet (IFC 2403.2.2.2).
  - A minimum clearance of twelve (12) feet must be maintained to all structures and other tents (IFC 2403.2.2.3).
- Tents or membrane structures larger than two hundred (200) square feet and canopies larger than four hundred (400) square feet shall not be located within twenty (20) feet of lot lines, buildings, other tents, membrane structures or canopies, parked vehicles or internal combustion engines (IFC 2403.8.1).
- Membrane structures larger than fifteen thousand (15,000) square feet shall be placed a minimum of fifty (50) feet from other tents and/or structures (IFC 2403.8.3).
- All tents, membrane structures and canopies are to be adequately anchored to withstand the weather conditions and to prevent collapse. Documentation on the structural stability may be required from the manufacturer or a qualified engineer addressing the method of anchoring if required in the opinion of the Fire Code Official (IFC 2403.9).
- Means of egress (exit openings, egress illumination, aisles, etc.) for temporary tents and membrane structures are to comply with all of the requirements of the *International Fire Code* (IFC 2403.12).
- All tents, membrane structures, canopies and their appurtenances are to be **flame retardant** meeting NFPA 701 requirements (IFC 2404.2).
- All tents, membrane structures and canopies are to have a permanent affixed label identifying the size and fabric or material type (IFC 2404.3).
- All tents, membrane structures and canopies are to be clearly posted with “No Smoking” signs (IFC 2404.6).
- Open or exposed flames, heating devices, flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be located inside or within twenty (20) feet of any tent, membrane structure or canopy unless specifically approved by the Fire Department (IFC 2404.7).

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- Generators and other internal combustion power sources shall not be located inside or within twenty (20) feet of any tent, membrane structure or canopy and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 2404.19).
- There shall be a minimum three (3) foot clearance between the contents located inside and the fabric envelope of the tent or membrane structure (IFC 2404.11).
- Portable fire extinguishers having a minimum rating of 2-A:10-B:C shall be placed so that the maximum travel distance of seventy five (75) feet is not exceeded (IFC 2404.12 and NFPA 10 – 2002, table 5.2.1).
- All tents, membrane structures and canopies used for assembly purposes shall have their occupant load posted and meet the requirements of Chapter 10 (IFC 2404.14).
- All cooking that produces grease laden vapors shall have an approved ventilation hood and automatic fire suppression system installed if conducted in a tent, membrane structure or under a canopy otherwise cooking is prohibited in a tent, membrane structure or under a canopy (IFC 2404.15.1).
- Portable Class “K” fire extinguishers shall be placed so that the maximum travel distance of thirty (30) feet is not exceeded to the cooking appliance(s) (IFC 904.11.5).
- Tents, canopies and membrane structures where cooking is performed, when approved, shall be separated from other tents, membrane structures and canopies by a minimum of twenty (20) feet (IFC 2404.15.5).
- All outdoor cooking (i.e.: bar-b-ques, mobile vehicles, etc.) shall not be conducted within twenty (20) feet of a tent, canopy or membrane structure (IFC 2402.15.6).
- All LP gas containers shall be located outside with a minimum distance of ten (10) feet for all containers five hundred (500) gallons or less and a minimum of twenty five (25) feet for all containers greater than five hundred (500) gallons from any tent, membrane structure or canopy (IFC 2404.16.2).
- Portable LP gas containers shall be securely fastened in place to prevent unauthorized movement and adequately protected from tampering or damage and shall be located in an approved location (IFC 2404.16.3).
- All fire lanes to the site and around the tents, membrane structures and/or canopies are to remain clear and open during the entire event (IFC 503.4).

The applicant may need to check with other departments (Special Events, Planning/Zoning, Building Safety) within the City of Peoria for additional permit requirements.

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<sup>1</sup> **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.

<sup>2</sup> **MEMBRANE STRUCTURE** - An air-inflated, air-supported, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent or canopy. See Chapter 31 of the International Building Code.

<sup>3</sup> **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 percent or more of the perimeter.