



Celina Fire Department

1413 S. Preston Road, Celina, TX 75009 972-382-2653

Tent/Canopy/Membrane Structure Permit

Permit Fee is \$150 per event. The plans may be forwarded to a third party plan reviewer. If so, the contractor will be notified of the plan reviewer and the cost for plan review.

These guidelines are to be followed when requesting the use of a temporary structure. A temporary structure shall be a tent, canopy, air-supported, and air-inflated or tensioned membrane structure.

All Tent and Membrane Structures for the purposes of this guideline and any other guidelines or requirements of the Fire Department shall conform to the 2012 International Fire Code, as adopted and amended by the City of Celina.

This guide does not replace, nor supersede any adopted codes and or ordinances adopted by the City of Celina, or determinations and positions of the Fire Chief or Fire Marshal.

When Required

- A permit is required for all tents 400 square feet and above, and open membrane structures 700 square feet and above.

Tent/Canopy/Membrane Structure Requirements

- A minimum of 20 ft. clear width shall be provided around the tent/canopy, and not closer than 20 feet to lot lines, buildings, other temporary structures, vehicles. Support ropes and guy wires are not included. *Unless otherwise approved.*
- The structure shall not be located within a fire lane or public street.
- Fire apparatus access roads shall be provided.
- Smoking, cooking, or use of open flames in the tent shall not be permitted.
- Approved "No Smoking" signs shall be conspicuously posted.
- Exits, with a minimum width of 6ft. each, shall be provided and kept clear at all times. The number of exits shall be determined by the occupant load and Table 3103.12.2.
- A minimum of a 12-foot "fire break" shall be provided around the exterior of the tent/canopy/membrane structure that is free of guy ropes or other obstructions.
- Certification or affirmation of the following shall be provided from the manufacturer or providing agency:
 - a. Fire resistance rating provided.
 - b. Date last treated.
 - c. Type of chemical.
- Hay, straw, shavings, or similar combustible materials shall not be located within any tent or air-supported structure.
- Open flame or other devices emitting flames, fire, or heat or any flammable or combustible liquids, gas, or charcoal shall not be permitted under the tent/canopy or located within 20 ft., unless specifically approved and permitted.

- If heating and cooking devices are approved, they shall not be located within 10 ft. of an exit or combustible materials. These distances may be increased based upon the type and hazard of the cooking.
- A minimum of one 2A-IO:BC fire extinguisher shall be provided for each tent/canopy less than 3,000 sq. ft. or less than 75 ft. across.
- All applicable requirements of Chapter 31, Tents, Canopies, and Membrane Structures shall be met.

To expedite the plan review and inspection processes, please refer to the information listed below.

Submittal Requirements

- A detailed site and floor plan;
- Indicate details of the means of egress;
- Seating or occupancy capacity;
- Exits and exit pathways indicated on the floor plan;
- Use of the tent/canopy/membrane structure;
- Will cooking or heating devices be within or near the tent/canopy/membrane structure;
- Locations of fire extinguishers;
- Certification of fire resistance rating provided, date last treated and chemical treated with;
- Fire Department access route and nearest fire hydrants;
- Additional information based upon use and hazards.

General Requirements

- Plans approved by the Celina Fire Prevention Division give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Prevention Division does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the event;
- Installation or otherwise construction of the tent/canopy/membrane structure is prohibited without approved plans and permit;
- All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Prevention Division;
- All fire department inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

Inspection Requirements

- The permit shall be valid only for the dates specifically requested and indicated on the issued permit.
- Verification of compliance and inspection by the Fire Department shall be required PRIOR to use;
- All required exits shall be available and kept clear;
- Fire extinguishers must be kept in place and operable;
- Fire resistance label is displayed;
- No combustibles or heating/cooking devices within the tent, unless specifically requested and approved;
- Additional inspections based upon the use and hazards.
 - Submittals that do not conform to the minimum above requirements will not be approved.

Any questions should be directed to Chief Mark Metdker at 972.382.2653, or email at mmetdker@celina-tx.gov

Permit Application Form

Permit Type _____

Event Date: _____ Location: _____

Applicant/Company Name: _____

Address: _____

City: _____ State: _____

Phone: _____

(Applicant Signature) (Date)

Fee Received/Amount: _____ Date Received: _____

Permit expires on _____
(Date)

(City of Celina Official Signature) (Date)