


Cobb County Fire & Emergency Services

<p>Fire Marshal's Office</p>  <p>Plan Review TENT USE ONLY</p> <p>(A Special Event Permit may be required)</p>	<p>Temporary Tent/Canopy Checklist¹</p> <p>Job Name: _____</p> <p>Address: _____ Bldg: _____ Suite: _____</p> <p>City: _____ Zip: _____</p> <p>Responsible Party: _____ Phone: _____</p> <p>Email: _____</p> <p>GENERAL INFORMATION:</p> <p>Number of Tents: _____ Size of Tent: _____</p> <p>Use of Tent: _____</p> <p>Indicate which of the follow are applicable: Cooking <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Sides <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Generator <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Fueled Equipment <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Open Flame <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Propane Tanks <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Stage <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Stairs <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>ALL tents that require a tent permit are required to be inspected by CCFMO during normal business hours before use².</p> <p>Air-supported membrane structures are not covered in this checklist</p>
✓ = Pass, X = Fail, NA = Not applicable	
FIRE DEPARTMENT ACCESS AND LOCATION	
1) Provide a site plan or an aerial of the property to show where the tent is proposed. Include dimensions from the tent to all structures, lot lines, other tents, and parking spaces.	
2) Fire Department access is required to all tents. No tents are permitted in the fire department vehicle access way to a building. (This regulation is not exclusive to marked fire lanes.)	
3) Location of tents: 20 feet minimum from lot lines, buildings, parked vehicles, fueled equipment, or tents dedicated to cooking operations. For exception refer to IFC 3103.8.2.	
TENT LAYOUT	
4) Provide a floor plan/ layout of each tent. Identify each exit, exit sign, emergency light, fire extinguisher, and any furnishings.	
5) Show any raised floor system (subfloor), stage, or platform must be identified on the tent layout	
6) Indicate the tent size and indicate whether sides will be provided or not on the drawing	
7) Indicate the start and end date of the event on the drawing	
MEANS OF EGRESS	
8) Number and width of exits to comply with the Life Safety Code: occupancy specific	
9) Exits shall remain open, be a flame-resistant curtain of contrasting color on a free sliding metal support, or be another arrangement complaint with the Life Safety Code (IFC 3103.12.3)	
10) Exit signs: to be provided where the occupant load exceeds 50 persons	
11) Emergency lighting: to be provided where required for the specific occupancy type	
12) Exit capacity based on occupant load using Life Safety Code Section 7.3.1.2	
GENERAL REQUIREMENTS	
13) Fire retardant certificate required for each tent, must match the specific tent including sides	
14) Combustible material such as straw or hay is not permitted within 20ft of the tent	
15) Smoking is not permitted under tents; NO SMOKING signs shall be posted	
16) Provide a minimum of one 2A-10BC fire extinguisher	
17) Cooking is not permitted in or near tents except where permitted by the International Fire Code (IFC 3104.15.5)	
18) Generators and fueled equipment: must be 20 feet away from tents	
19) Propane tanks: must be 10 feet from tents; secured; protected from vehicles	

¹ The above is not an all-inclusive list; all applicable fire and life safety provisions must be met.

² **All tent submittals require a site plan even when a permit is not required to determine the placement is acceptable.** Tents less than 400sqft or canopies less than 700sqft (no sides) do not require a tent permit if they are spaced a minimum of 12ft. apart (IFC 3103.2).

To submit: email this form, site plan, flame certificate, and tent layout to fmoinpections@cobbcountry.org.
 Submit all tent permits a minimum of 10 business days before permit is desired.

Reviewer: _____ Date: _____

INSPECTION SCHEDULED: Y N N/A DATE INSPECTION SCHEDULED ___/___/___ FH OCC ID: _____

NOTE: Tents must be erected and inspected Monday through Friday