



# City of Columbia, Missouri

## Tent/Canopy Application (less than 180 days)

Columbia Fire Dept.  
 Fire Marshal Office  
 201 Orr St.  
 Columbia, MO. 65203  
 Phone (573)874-7556  
 Fax (573)874-7446

Approved

Disapproved

Date Submitted \_\_\_\_\_

Tent Location	Tent Contractor/Owner
Business	Company
Street Address	Street Address
City, State, Zip	City, State, Zip
Contact Person	Phone Number
Phone Number	

Tent Size: Width \_\_\_\_\_ X Length \_\_\_\_\_ =Area \_\_\_\_\_ Sq. Feet

\*Tents less than 401 square feet do not require a permit\*

Dates Tent Will Be Erected: Start \_\_\_\_\_ End \_\_\_\_\_

Tables/Chairs in tent? Yes \_\_\_\_\_ No \_\_\_\_\_

### Tent and Canopy Guidelines

**Required Exits-** Occupancy from 10-199 2 exits (72 " each), 200-499 3 exits (72" each), 500-999 4 exits (96 " each), 1000+ 5 exits (120" each)

**Exits-** Exit openings shall remain open, unless covered by a flame-resistant curtain. Curtain shall be of contrasting color and free sliding on a metal support. Exits shall be at least six feet wide. Ropes and guy wires shall not obstruct exits and exit discharges.

**Exit Lighting-** Means of egress shall be illuminated with light having an intensity of not less than 1 foot candle at floor level. Means of egress lighting shall be powered from a separate source. Egress lighting is not required for open sided tents operating during daylight hours.

**Exit Signs-** Illuminated exit signs shall be posted above all exits. Exit signs are not required in open sided tents or tents operating in daylight hours only.

**No Smoking Signs-** No smoking signs shall be posted throughout the tent or canopy.

**Warming-** All warming equipment shall be 10 feet from tent sides/top, combustibles and exits. Heaters shall be vented per manufacturer's recommendations.

**Open Flame-** Any open flame is not permitted inside or within 20 feet of the tent structure.

**Fire Extinguishers-** Travel distance to a 2A10BC fire extinguisher shall not exceed 75 ft

**Anchoring-** The tent or canopy shall be anchored per manufacturer's requirements.

**Access-** The tent or canopy shall not block fire department access, connections, or hydrants.

**Flame Treatment-** A certificate of flame treatment meeting NFPA 701, Test Method 1 or 2, is required and shall be attached to the permit.

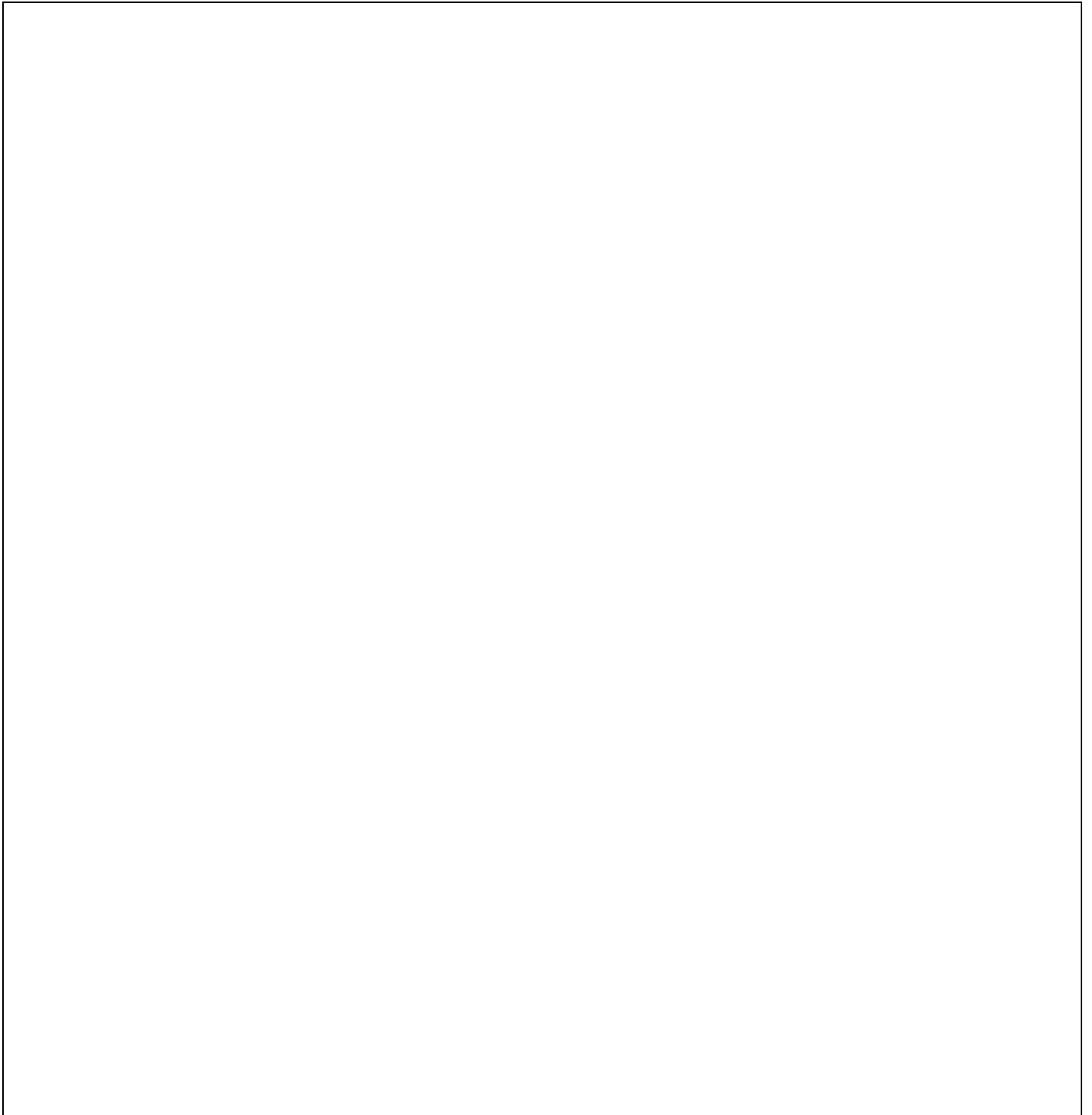
**Inspection-** Columbia Fire Marshal's Office must inspect before occupying. Tent representative must call to schedule with at least 24 hour notice.

## **Cooking Operations In Tents**

**Flame Propagation**- Tents and awnings over cooking operations shall be certified as flame retardant. This includes a permanently affixed label to the membrane structure.

**Cooking With Sidewalls**- Tents with sidewalls or drops where cooking is performed shall be separated from other tents by not less than 20 feet.

## Site/Floor Plan



**The following shall be included on the above diagram:**

- Exits
- Lit exit signs
- Egress lighting
- Fire extinguishers
- Cooking/heating equipment
- Distance from buildings
- Number, location and dimensions of tables
- Number and location of chairs

I understand the tent permit can be revoked at any time for non-compliance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Fire Department Reviewer \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Reviewer Comments:

Building and Site Reviewer \_\_\_\_\_

Date Issued \_\_\_\_\_

Fire Inspector \_\_\_\_\_

Date Inspected \_\_\_\_\_

\*\*Permit shall be kept on site for duration of use

