



City of Columbia, Missouri

Tent/Canopy Application (less than 180 days)

NOTE: Completed applications should be submitted to Building and Site Development on the third floor of City Hall, 701 East Broadway.

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.

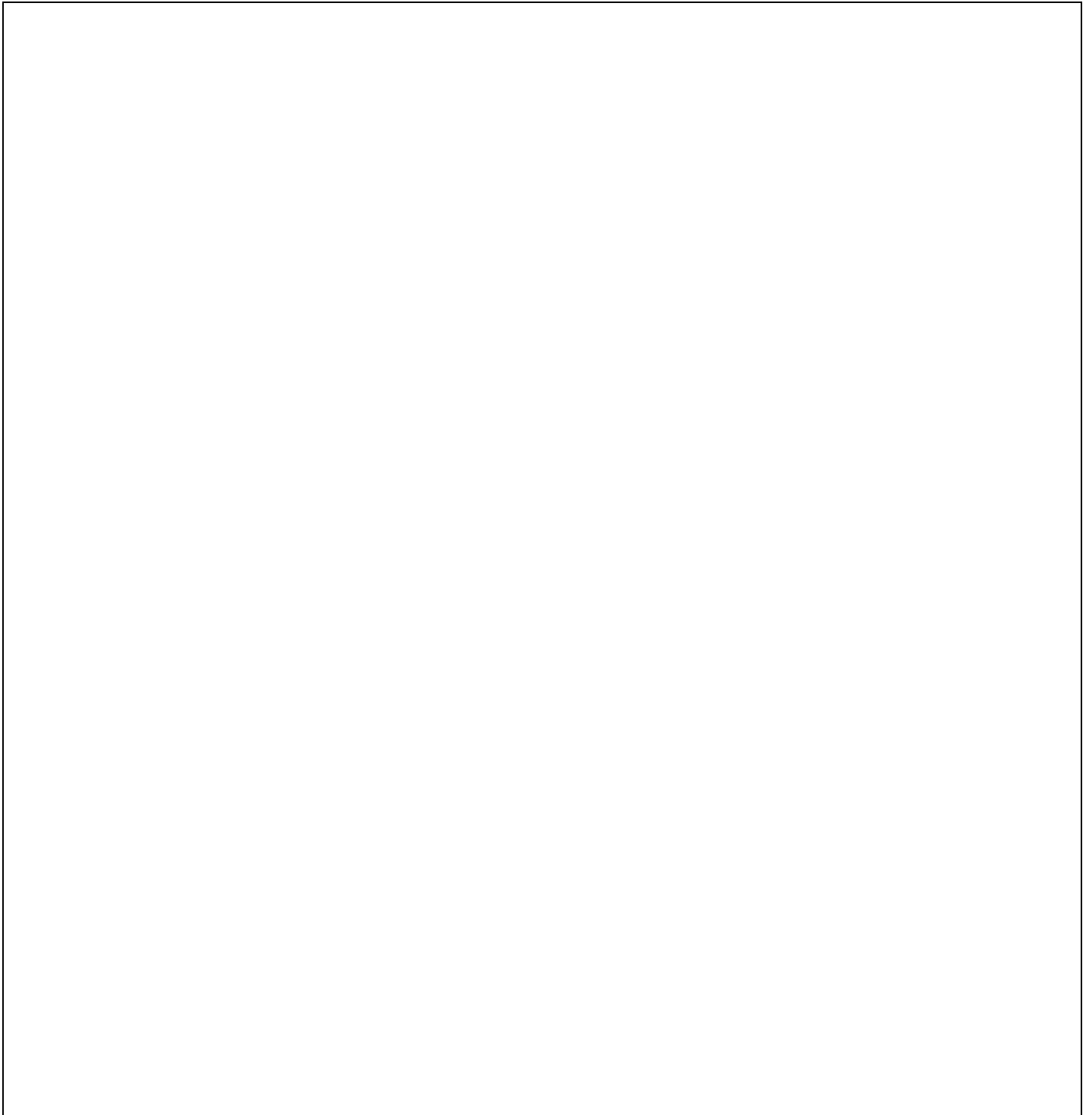
Inspection- Columbia Fire Marshal's Office must inspect before occupying. Tent representative must call to schedule with at least 24 hour notice.

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 _____

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