City of Columbia, Missouri

Tent/Canopy Application (less than 180 days)

☐ Approved  ☐ Disapproved  Date Submitted___________

<table>
<thead>
<tr>
<th>Tent Location</th>
<th>Tent Contractor/Owner</th>
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<tbody>
<tr>
<td>Business</td>
<td>Company</td>
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<tr>
<td>Street Address</td>
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<tr>
<td>City, State, Zip</td>
<td>City, State, Zip</td>
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<td>Contact Person</td>
<td>Phone Number</td>
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<td>Phone Number</td>
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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.
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**