



River Forest Fire Department



400 Park Avenue
River Forest, IL 60305
Fire Department: 708-366-7629
Fire Prevention; 708-714-3562
Fax: 708-366-6548

TENT – Application for Permit

Permit Fee: \$30.00

Date: _____

Applicant _____

Phone _____

Address _____ City _____ State _____

The above named Individual/Business hereby makes application for a Fire Prevention TENT PERMIT, as required by the International Fire Code 2003, Section 105 (Permits) and Chapter 24 (Tents, Canopies and other Membrane Structures).

- ◆ Tents in excess of 200 square feet (10 X 20)
- ◆ Canopies in excess of 400 square feet (20 X 20)

Weather Monitoring:
*****A substantial structure capable of accommodating all guests during adverse weather conditions must be identified on the tent application.***** 2016

Additional Exiting requirements may apply as required by the Life Safety Code, NFPA 101, 2000 edition.

Building Owner/Occupant _____ Phone _____

Address _____ River Forest, IL 60305

The tent will be located: _____

The tent installation dates: _____

*****Substantial Structure location***:**

Annual Fee:

\$30.00 per Permit, in accordance with the Municipal Code of the Village of River Forest, Section 7-2-11 for the year ending April 30, _____ or the completion of the event. **Although there is only one annual fee, the Building Owner/Occupant must notify the Fire Department prior to each and every time the tent is erected for the purpose of a site inspection.**

STATEMENT

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized in the owner's behalf and as such hereby agree to comply with the applicable requirements of the Village Codes of River Forest. It is further understood that this application does not constitute a permit, and is not a license.

Signed _____ Title _____

Approved: YES ____ Permit Number _____ NO ____ Reason for disapproval _____

Fire Official _____ Date _____



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Supplemental Tent Information

Safety guidelines are applicable for all installations. The 2000 International Fire Code (IFC) requires a fire prevention permit for tents greater than 200 square feet and canopies greater than 400 square feet. A fire department tent inspection will be completed after installation.

Inspections IFC-2403.4 The permittee, owner, or agent shall complete no less than two (2) inspections at regular intervals to determine that the installation is maintained in accordance to the code. The inspections shall be completed after the Village inspection and before or during usage.

The tent installers are liable for all public utility damage. The fire department highly recommends the Joint Utility Locating Information for Excavators Service (JULIE) at 8-1-1 to mark public utilities (the property owner is liable for locating private utilities, re: garage service or lawn sprinkler system) prior to stake installation of tents.

Construction Documents IFC-2403.6 Occupancy by greater than 50 persons requires a floor plan detailing egress, seating arrangement, heating and electrical equipment. Contact fire code official for exceptions.

Anchorage Required IFC-2403.9 Tents, Canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapse. Documentation of structural stability shall be furnished to the fire code official on request.

Means of Egress IFC-2403.12 Minimum of two (2) exits remotely arraigned measuring at least 72 inches in width. The exits shall be unobstructed. The exits shall lead to a public way (F-2403.12.8).

Aisles IFC-2403.12.5 Unobstructed aisle of a minimum width of 44 inches is required.

Aisles serving eating at tables NFPA 101, 12.2.5.8.2 / 12.2.5.8.3, 2000 ed. The minimum spacing for tables with chairs is 44 inches between tables. Tables abutting a required aisle shall be spaced at a minimum of 74 inches.

Aisle / Chair rows NFPA 101, 12.2.5.5.4, 2000 ed. Rows of seating shall not exceed 30 feet to an approved aisle. Minimum spacing shall be 12 inches seat front to chair back. Aisle spacing shall be increased 0.3 inches for each chair in the row exceeding 14 chairs to a maximum of 22 inches.

Exit Signage IFC-2403.12.6 / 2403.12.6 Exits shall be clearly identifiable or designated with approved exit signage.

Flame-resistant treatment IFC-2404.2 Structure requiring permitting shall be flame-resistant. Identification shall be located on the canopy and tent sides or the certificate provided to the fire department for review.

Smoking IFC-2404.6 Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be posted.

Open-flame /Cooking IFC- 2404.7, 2404.15.5 Conditional with installation of approved fire extinguishers.

Fire Extinguishers IFC-2404.12 Approved open flame devices, cooking equipment, heaters, and generators require fire extinguishers to be located within 20 feet of the hazard. The maximum travel distance is 75 feet. An Additional Class K Fire Extinguisher is needed if deep fat fryers are present.

Spot Lighting IFC-2404.9 Spot lighting shall be positioned away from the membrane and combustibles.

Occupant load IFC-2404.14 /1004.1.2: Concentrated with chairs only – 1 person per 7 square feet. Standing spaces only - 1 person per 5 square feet. Unconcentrated with tables and chairs - 1 person per 15 square feet.

Heating and cooking equipment IFC-2404.15 Heating units shall be located at least 10 feet from exits and combustibles. Heaters shall be approved for use in tents and shall be approved by the fire code official. Electric cooking and Heating Equipment shall comply with the National Electric Code, NFPA 70.

*****Cooking tents shall be separated from other tents by a minimum of 20 feet.*****

Electrical Requirements IFC-2404.15.7 Installation shall meet International Code Council requirements. Ground Fault Circuit Interrupter (GFCI) protection of all electrical equipment is required.

LP-gas IFC-2404.16 Tanks shall be secured to a fixed object in an upright position and located a minimum of 10 feet from the tent. The safety relief valve shall be pointed away from the tent. The area shall be barricaded and restricted to authorized personnel ONLY.

Generators IFC-2404.19 Shall be separated from tent structure by a Minimum 20 feet. Note wind direction and exhaust conditions. The area shall be barricaded and restricted to authorized personnel ONLY.

This supplemental tent information guide is not all inclusive for ALL tent installations. Additional code requirements may apply. All installations are subject to the approval of the fire code official. All violations shall be remediated before usage.

*****Weather Monitoring *****

Beginning at least two hours before the start of the event, the point person shall be monitoring a source of weather information such as the National Weather Service. If any of the weather emergency conditions including but not limited to the following are predicted, (Damaging Winds, Winds 35mph or higher, Lightning, Hail, Excessive Rainfall, Gas Leak) the event may need to be postponed, cancelled or relocated to a suitable environment/building. **NO ONE** should be allowed to take shelter on a stage or in a tent or canopy to seek refuge in severe weather. **A substantial structure capable of accommodating all guests must be identified on the tent application.**

Tents and canopies are not appropriate shelters in adverse weather conditions. Leave and Seek shelter in a substantial structure.