



CITY OF MADISON FIRE DEPARTMENT

Fire Prevention Division

325 W. Johnson St., Madison, WI 53703-2295

Phone: 608-266-4484 ♦ FAX: 608-267-1153

TENT LICENSE APPLICATION

Applicant Information

Name: _____

Business: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Owners' Information

Name: _____

Business: _____

Address: _____

City/State/Zip: _____

Telephone: _____

General Requirements of Fire Department Licenses:

- 1) All license applications shall be submitted 30 days prior to commencing the prescribed activities.
- 2) A separate application, fee, and license shall be required for each hazard listed.
- 3) Application can be made at the Madison Fire Department 325 W. Johnson St. Madison, WI 53703.
- 4) License fees are \$100.00 per license except:
 - Pyrotechnic Special-Effect Materials or Public Display of Fireworks license fee is \$250.00.
 - Burning License including Prairie or Natural Lawn Burn license fees are \$50.00.
- 5) License fees are payable to the **City of Madison**.
- 6) A license is not transferable, and any change in equipment, ownership, use or occupancy of premises shall require a new license.
- 7) An inspection may be required before the issuance of a license.
- 8) Applications shall be acted upon within fifteen (15) business days.
- 9) Licenses shall at all times be prominently displayed on the premises.
- 10) Licenses shall be valid for no more than 1 year. The term of each annual license shall be from July 1 to June 30 of the next succeeding year.
- 11) Complete the instructions on the reverse side of this form.

By completing and signing this license application you acknowledge and agree to comply with Madison General Ordinance Chapter 34, Wisconsin Administrative Codes and the International Fire Code.

Applicant Signature: _____ Date: _____

Title or position _____

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(THIS PORTION TO BE COMPLETED BY THE MADISON FIRE DEPARTMENT)

The above applicant has been granted permission to maintain, store or handle materials, or to conduct processes as prescribed in this application. Permission is contingent upon compliance with all applicable codes and standards.

Fire Department Signature

Date

Title

TENT LICENSE APPLICATION

LICENSE INSTRUCTIONS

An operational permit is required to operate an air supported temporary membrane structure or a tent having an area in excess of 400 square feet.

Exceptions:

Tents used exclusively for recreational camping purposes.

Tents open on all sides, which comply with the following:

- Individual tents shall have a maximum size of 700 square feet.
- The aggregate area of multiple tents placed side by side without a firebreak clearance of 12 feet shall not exceed 700 square feet total.
- A minimum clearance of 12 feet to structures and other tents shall be provided.

Funeral tents and curtains or extensions attached thereto, when used for funeral services.

Tents used for retail sales adjunct to a business (a building permit is required.)

NOTIFICATION

Prior to each use of a tent (temporary membrane structure or tent) licensed by the City of Madison, the owner or operator of the tent will be responsible to provide proper notification. The notification shall include proof of the flame resistance of the fabric, and event specific information. For those tents with an occupant load of 50 or more, the notification will include a detailed site plan. The notification shall be made using the Tent Notification of Operation form.

Use of Tents for merchandising and display shall comply with the requirements found in M.G.O. 29.355 and are not subject to the notification requirements. Contact the Building Inspection Unit for more information 608-266-4551.

COMPLIANCE GUIDELINES

License holder is responsible for compliance with all applicable codes, including International Fire Code, Madison General Ordinances and Wisconsin Administrative Codes. Additionally see the Tent Notification of Operation for compliance guidelines.

DEFINITIONS

AIR-SUPPORTED STRUCTURE. A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area.

MEMBRANESTRUCTURE. An air-inflated, air-supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent. See Chapter 31 of the *International Building Code*.

TENT. A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.



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TENT NOTIFICATION OF OPERATION

Each time a temporary membrane structure or tent is operated the following information will be provided no later than 15 days prior to the event:

Type of structure to be erected: _____

Dimensions: _____

Location of Event: _____

Name of Event: _____

Address of Event: _____

Contact Person: _____

Date(s) of events: _____

Phone Number: _____

Setup Date & Time: _____

Hours of Event: _____

Use of Tents for merchandising and display shall comply with the requirements found in M.G.O. 29.355 and are not subject to the notification requirements. Contact the Building Inspection Unit for more information 608-266-4551.

Provide a detailed site map and floor plan for each tent with an occupant load* of 50 or more.

(Occupant load is determined by taking the tent area divided by net square feet for the use and setup listed below.)

In determining the occupant load the following allowances will be used:

Assembly without fixed seats:

- Chairs only (not fixed).
- Standing space
- Tables and chairs

*Maximum floor area allowances per occupant:

- 7 sq. ft. net
- 5 sq. ft. net
- 15 sq. ft. net

The site plan (to scale) shall include:

- Roads
- Buildings
- Fire Access (See bullet no. 16)
- Location of tent(s)
- Cooking (See bullet no. 9)
- Fire Break (See bullet no. 15)

The floor plan shall include:

- Exits (and signs)
- Extinguishers (sizes)
- Seating plan
- Seating capacity
- Aisles (width)
- Electrical equipment, if any
- Heating equipment, if any

Provide proof of Flame-resistant treatment.

- a) Onsite - Temporary membrane structures and tents shall have a permanently affixed label bearing the identification of size and fabric or material type.
- b) An affidavit or affirmation shall be submitted to the fire chief and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric.
 - Names and address of the owners of the tent or air-supported structure.
 - Date the fabric was last treated with flame-resistant solution.
 - Trade name or kind of chemical used in treatment.
 - Name of person or firm treating the material.
 - Name of testing agency and test standard by which the fabric was tested

TENTS AND TEMPORARY MEMBRANE STRUCTURES

Compliance Guidelines

This list of guidelines does not include all requirements for the safe use of tents. This list of guidelines applies to all tents not just those requiring a license or notification. It is the license/permit holder's responsibility to comply with the applicable sections of the Madison General Ordinance, the International Fire Code and the Wisconsin Administrative Code.

1. **Flame-resistant treatment** required for all tents and membrane structures.
2. **Use period.** Temporary tents, air-supported, air-inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a single premise.
3. **Smoking shall not be permitted** in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.
4. **Fireworks shall not be used** within 100 feet of tents or membrane structures.
5. **No open flame** or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official.
6. **Heating or cooking equipment**, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the fire code official.

Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent.

Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.

7. **Housekeeping.** All weeds and combustible vegetation shall be removed from the premises adjacent of or within 30 feet of any tent. Hay, straw, shavings, trash and other combustible material may not be stored less than 30 feet from any tent, except upon special permission from the fire chief.

The grounds both inside and outside of tents shall be kept free and clear of combustible waste. The waste shall be stored in approved containers or removed from the premises.

8. **Flammable and combustible liquids shall be stored outside** in an approved manner not less than 50 feet from tents or membrane structures. The storage and dispensing of flammable or combustible liquids shall be in accordance with COMM 10.

Flammable and combustible liquids shall not be used in tents or membrane structures.

9. **LP-gas containers shall be located outside.** Containers 500 gallons or less, shall have a minimum separation of 10 feet between container and tents or membrane structures.
10. **Gas cylinders** - Adequately secure all compressed gas cylinders.
11. **Electrical Installations.** Electrical systems in all tents that accommodate more than 50 persons shall be installed in accordance with the requirements of the Wisconsin State Electrical Code, Volume 2, and COMM. 16. All such systems shall be maintained and operated in a safe and workmanlike manner.

The electrical system and equipment shall be isolated from the public by proper elevation and guarding. All electrical fuses and switches shall be installed in approved enclosures. Cables laid on the ground or in areas traversed by the public shall be placed in trenches or protected by approved covers.

12. Exits.

a. Distribution of exits.

- Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be located such that all points are 100 feet (30 480 mm) or less from an exit.

b. Number of exits.

- Tents or usable portion thereof shall have at least one exit and not less than the number of exits required by Table 2403.12.2 The widths of means of egress required by Table 2403.12.2 shall be divided approximately equally among the separate means of egress. The total width of means of

egress in inches (mm) shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches per person.

- Every tent occupied by the public shall have at least 2 standard exits located at or near opposite ends of the structure.
- In tents used for assembly purposes, exits shall be provided on 3 sides if the capacity exceeds 600 persons and on 4 sides where the capacity exceeds 1,000 persons.
- Exits shall be uniformly distributed but in no case shall the line of travel to an exit be greater than 150 feet.
- The total width of exits from a tent used for assembly purposes shall be not less than 44 inches per 100 persons. Exit openings shall comply in all respects with the requirements of COMM 51.15 and 55.10.

13. **Exit lights and signs.** All exits, aisles and passageways leading to exits in tents used as places of outdoor assembly shall be kept adequately lighted at all times when the structure is occupied by the public. Artificial illumination having an intensity of not less than 1-foot candles at the floor line shall be provided when natural light is inadequate.

Exit lights and signs complying with the requirements of COMM 55.11 shall be provided in all tents used as places of outdoor assembly where more than 50 persons can be accommodated.

14. **Portable Fire extinguishers** with a minimum rating of 2A-10B:C shall be provided. The travel distance to extinguisher(s) shall not exceed 75 feet. Extinguishers shall be readily accessible and shall not be obstructed or obscured from view.
15. **An Unobstructed Fire Break** passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents unless otherwise approved by the code official.
16. **Fire Access Roads** shall extend to within 150 feet of all portions of the event site and shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches.
17. **Generators and other internal combustion power sources shall be separated from tents** or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.
18. **Tents or membrane structures shall not be located within 20 feet** of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.

Exceptions:

1. Separation distance between membrane structures and tents not used for cooking, is not required when the aggregate floor area does not exceed 15,000 sq. ft.

2. Membrane structures and tents need not be separated from buildings when all of the following conditions are met:

- The aggregate floor area of the membrane structure and tent shall not exceed 10,000 square feet.
- The aggregate floor area of the building and membrane structure and tent shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.
- Required means of egress provisions are provided for both the building and the membrane structure and tent, including travel distances.
- Fire apparatus access roads are provided in accordance with the IFC.

Membrane structures having an area of 15,000 sq. ft. or more shall be located not less than 50 feet from any other tent or structure as measured from the sidewall of the tent or membrane structure unless joined together by a corridor.

REFERENCES: Madison General Ordinance (MGO) 34.29 - Tents & Amusement Structures; MGO 29.355 - Use of Tents for Merchandising and Display; Wisconsin Administrative Code Chapter COMM 62; and 14, International Fire Code Chapter 24.

If you have any questions regarding the above requirements telephone the Fire Prevention Division at 266-4484.