

# Tent Notification of Operation

- To be completed by person or organization using the tent, air-supported or membrane structure.
- The Notification is required for tents, air-supported and membrane structures having an area of 401 square ft. or greater.
- The Notification is required for tents, air-supported and membrane structures when the aggregate area is 401 square ft. or greater (ex. - this includes multiple tents setup side by side without a 12 ft. fire break when the aggregate area is 401 square ft. or greater).
- **The notification is not required for 10 ft. x 10 ft. canopies.**



**Submit Application to:**  
 Madison Fire Department  
 314 W Dayton St  
 Madison, WI 53703

For questions, or to contact a fire inspector, call Madison Fire at (608) 266-4420 for assistance with completing this application.

**Complete sections A - D. It is mandatory that all applicable information be completed.  
 See page 2 for additional submittal requirements.**

## SECTION A: Event Address

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Municipality (Village/Town/City): \_\_\_\_\_

## SECTION B: Applicant/Contact Information

Trade name (Doing Business As): \_\_\_\_\_

Local Contact Person: \_\_\_\_\_

Local Contact Phone: \_\_\_\_\_ Local Contact E-mail: \_\_\_\_\_

## SECTION C: Event Information

Type of structure to be erected: \_\_\_\_\_

Dimensions of structure: \_\_\_\_\_

Tent Owner: \_\_\_\_\_ Tent License Number: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Set up time: \_\_\_\_\_ Set up date: \_\_\_\_\_

## SECTION D: Attestation and Signature

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

The statements made in this application are true to the best of my knowledge.

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

### Instructions

This notification shall be submitted to the Madison Fire Department at least **fifteen (15)** days before the tent, air-supported or membrane structure is to be used.

Exception: Tents permitted by Building Inspection Division in accordance with MGO 29.32 and are **not** subject to the notification requirements. Contact Building Inspection 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 and dividing by net square feet for the use and set up listed below.

#### **In determining the occupant load, the following allowances will be used:**

<u>Assembly without fixed seats:</u>	<u>Maximum floor area allowances per occupant:</u>
• Chairs only (not fixed).	7 sq. ft. net
• Standing space	5 sq. ft. net
• Tables and chairs	15 sq. ft. net

#### **The site plan (to scale) shall include:**

- Roads
- Buildings
- Fire Access (if necessary)
- Location of tents
- Cooking (if necessary)
- Fire Break (if necessary)

#### **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**

Tents, air-supported and membrane structures shall have a permanently affixed label bearing the identification of size, fabric or material type. An affidavit or affirmation shall be submitted to the fire chief and a copy retained on the premises on which the tent, air-supported or membrane 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, air-supported or membrane 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.