



Application Temporary Tent Permit

1120 Monroe Ave NW
Grand Rapids MI 49503
Phone: 616.456.4100

The following information is required for all tents (with sides) over 400 square feet and "Canopies" (tents without sides) over 700 square feet:

- A **Site Plan** (IFC section 3103.6) See **attachment B** for requirements and a sample plan
- A Description/details of **Anchorage** (IFC section 3103.9)
- A **Flame Resistant** Material Certificate (IFC section 3104.4)
- A **Floor Plan** for tents with 50 or more persons (IFC section 3103.6) See **attachment B** for requirements and a sample plan

Other requirements (See attachment A for all tent guidelines):

- Tents having a square footage of 400 or less do not require a permit, but **must comply** with any and all local and national codes.
- A separate permit is required for ANY **electrical** and/or **mechanical** work (trade contractors must be licensed and registered).
- For tents with 50 or more persons, the applicant is required to notify the Grand Rapids Fire Department by calling: **616-456-4061**
- After hour (4pm or later) or weekend inspections will be charged an additional **\$70**

I. Event Information

Please Print or Type

A. Location

Address

Event Name

B. Description of Event

C. Size of Tents, Occupant Load and Use

Size (L x W)	Sides? (With or Without?)	# of Occupants	Use/Activity Under Tent	Fee
1 _____ X _____	<input type="checkbox"/> with <input type="checkbox"/> without	_____	_____	\$52
2 _____ X _____	<input type="checkbox"/> with <input type="checkbox"/> without	_____	_____	\$42
3 _____ X _____	<input type="checkbox"/> with <input type="checkbox"/> without	_____	_____	\$40
4 _____ X _____	<input type="checkbox"/> with <input type="checkbox"/> without	_____	_____	\$40
5 _____ X _____	<input type="checkbox"/> with <input type="checkbox"/> without	_____	_____	\$40
6 _____ X _____	<input type="checkbox"/> with <input type="checkbox"/> without	_____	_____	\$0

D. Other Information

Start Date: _____ Completion Date: _____

Will any tents have HVAC/Mechanical/Fuel Gas equipment inside them? _____

Will any electric source other than an existing standard 20 amp outlet be used to power equipment? _____

How will tents be anchored? ☐ Stakes ☐ Water Barrels ☐ Concrete Weights

For Office Use Only

Required Information

☐ Site Plan

☐ Anchorage

☐ Flame Certs

☐ Floor Plan

☐

Use Group Code: **UC**

Census Code: **UCRN**

Permit Issued (date):

☐ Cash

☐ Credit card

☐ Check # _____

Is an after-hours
inspection requested?

Permit Fee

Y ☐ N ☐

\$ _____

DEV# _____

Notes

Approved By: _____

II. Identification (E-mail is the primary form of communication and is necessary to receive prompt application review updates)

A. Property Owner (Required; if Property Owner is Permit Applicant, check here ☐)

Name & Title		Company Name	
Street Address		Telephone Number	Alternate Phone Number
City	State	Zip	E-mail Address (IMPORTANT)

B. Event Group (if other than property owner)

Name	Telephone Number	Contact Person
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C. Event Organizer (If Organizer is permit applicant, check here ☐)

Name & Title		Company Name	
Street Address		Telephone Number	Alternate Phone Number
City	State	Zip	E-mail Address (IMPORTANT)

D. Installer/Rental Company (If Installer is permit applicant, check here ☐)

Name & Title		Company Name	
Street Address		Telephone Number	Alternate Phone Number
City	State	Zip	E-mail Address (IMPORTANT)

Fed. Employer ID Number:	Workers Comp. Ins. Carrier:
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MESC Employer Number:

IMPORTANT: "Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or residential structure. Violators of Section 23a are subjected to civil files."

"I/We (the undersigned) agree to erect said tent(s) according to the manufacturer's installation guidelines and adhere to all documents submitted to this office and the requirements of the current Michigan Building Code and International Fire Code."

Applicant Name (Please Print)	Applicant Signature	Date
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Driver's License Number

**WARNING: ANY OMISSION OR MISREPRESENTATION OF FACT ON THIS DOCUMENT MAY
RESULT IN THEREVOCATION OF THE PERMIT AND/OR LEGAL ACTION BEING TAKEN**



The following requirements are taken out of the

2012 Michigan Building Code (MBC) and the 2012 International Fire Code (IFC):

- Tents shall not be erected for more than 180 days (IBC 3103.1)
- Separate permits required for electrical and mechanical installations.(IBC 105)
- Tents with occupancies of more than 50 persons require site plans indicating; the means of egress, seating capacity, arrangement of the seating, and emergency lighting. (IFC 3103.6)
- Exit requirements; (IFC 3103.12.2)
 - For 10-199 people; Two (2) openings 6 feet in width (each)
 - For 200-499 people; Three (3) openings 6 feet in width (each)
 - For 500-999 people; Four (4) openings 8 feet in width (each)
- A min. 12' fire break is required on all sides (not including the anchorage, guy ropes, ballasts, etc.) (IFC 3103.8.6)
- A flame certification that the tents meets the flame propagation performance criteria of NFPA 701 shall be submitted prior to the permit being issued (IFC 3104.2)
- Documentation for proper anchorage is required. (IFC 3103.9)
- Events must be canceled and venue evacuated when the average wind speed exceeds 30 MPH.
- Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy. (IFC 3104.5)
- Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310. (IFC 3104.6)
- 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 not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public. (IFC 3104.7)
- Fireworks shall not be used within 100 feet of tents or membrane structures. (IFC 3104.8)
- There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents located inside membrane structures. (IFC 3104.11)
- Portable fire extinguishers are required. For specific size and location information see Section 906 of the IFC. (IFC 3104.12)
- Flammable-liquid-fueled equipment shall not be used in tents or membrane structures. (IFC 3104.17.1)
- 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. (IFC 3104.19)
- There shall be trained crowd managers or crowd manager/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved. (IFC 3104.20.2)

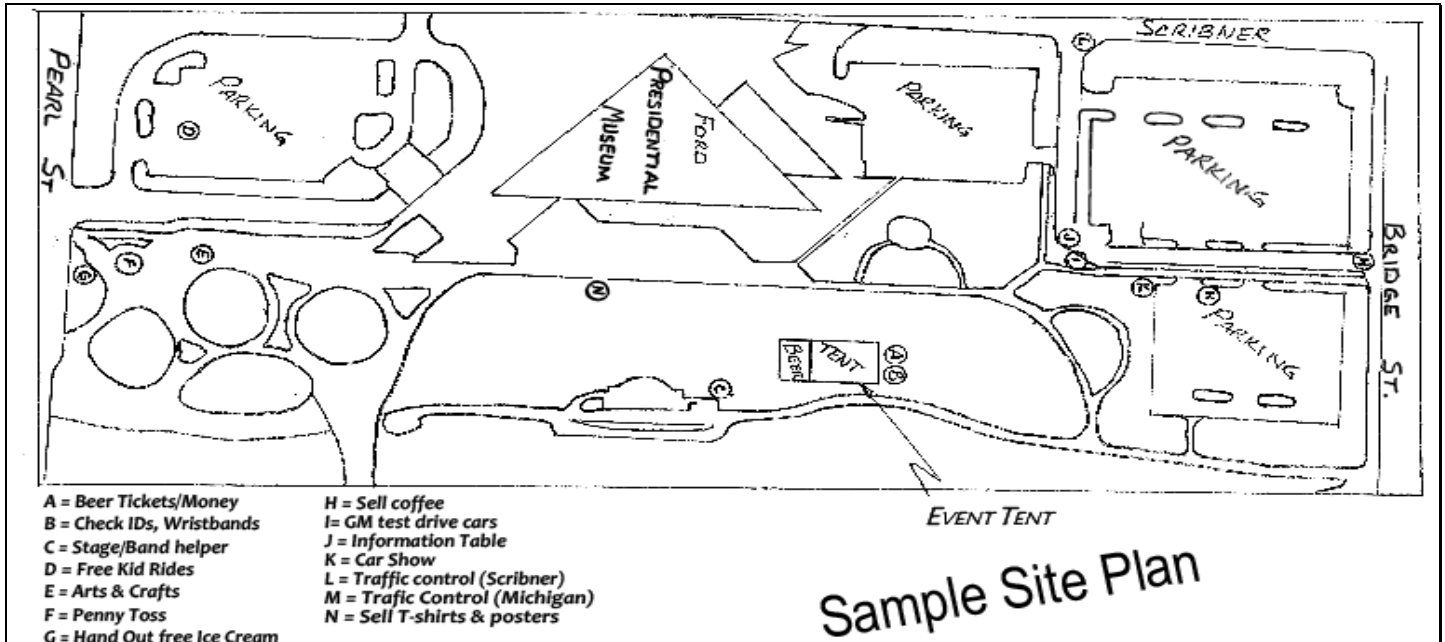


Attachment "B" Temporary Tent Permit

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Site plans need the following identified:

- Property lines
- Existing buildings
- Location of tents with **dimensions** to property lines, buildings and other tents (any distance greater than 30 feet needs not be documented)
- Parking areas
- Fences



Floor plans (for tents with more than 50 occupants) require the following:

- Seating layout
- Stage location (if any)
- Exits and exit signs
- Dimensions of the tent and all bracing/support
- Cooking equipment
- Heating or cooling equipment

