



# Tent/Canopy Fire Code Permit Application

<b>EVENT NAME:</b>					
<b>EVENT ADDRESS:</b>					
<b>TENT CONTRACTOR:</b>					
<b>TENT CONT. ADDRESS:</b>					
<b>TENT CONT. CONTACT:</b>					<b>PHONE:</b>
<b>DATE(S) OF EVENT:</b>					
<b>TENT SETUP DATE:</b>			<b>TENT TAKE DOWN DATE:</b>		
<b>TENT :</b>	<b>TENT USE:</b>	<b>TENT SIZE:</b>	<b>SQ. FT.</b>	<b>OCC. LOAD:</b>	<b># OF EXITS:</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					

ATTACH SEPARATE SHEET IF MORE THEN THREE TENTS

**APPLICATIONS FOR FIRE CODE TENT/CANOPY PERMITS MUST BE SUBMITTED BY THE TENT OWNER OR TENT RENTAL COMPANY THAT IS RESPONSIBLE FOR THE TENT AND TENT INSTALLATION. INCLUDE THE FOLLOWING ATTACHMENTS:**

- A Certificate of Insurance for a minimum of \$1,000,000.00 with the City of Avondale named as additionally insured (Address to use on Certificate: 11465 W. Civic Center Dr., Avondale, AZ. 85323).
- An affidavit attesting to the following information relative to the flame resistance of the fabric:
  - Names and address of the owners of the tent or canopy.
  - 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.
- The manufacturer's detailed information in regards to the tent/canopy design and proper setup.
- The tent staking plan or ballasting plan in accordance with the *IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage* and the *IFAI Pullout Capacity of Tent Stakes*.
- A plan showing the location of:
  - All tents including the minimum separation from property line, buildings, other tent, canopies, vehicles, vehicle parking areas, fire access roadway (including width), etc.
  - All generators, cooking equipment, heating equipment, and electrical equipment provided by the tent rental company.
  - Diagram of each tent including seating capacity, arrangement of seating, aisles, exits, exit signs, emergency lights, and fire extinguishers provided by the tent rental company.
  - Location and size of LP-Gas containers provided by the tent rental company.
- For tents with an occupant load of 50 or more, the event manger shall provide a copy of the fire safety plan, evacuation plan, employee training plan, and list of fire safety personnel and crowd managers. For a sample fire safety plan template, request by email: [fireprevention@avondale.org](mailto:fireprevention@avondale.org)

*Fire code permit & inspection fees are \$200 for the first tent and \$100 for each additional tent on the same site. Plan review turnaround times are two weeks. For applications submitted less than two weeks from the event date, the fees are doubled to expedite the plan review.* *(Revised 08/25/11)*