

# Sandy Springs Fire Marshal's Office

7840 Roswell Road Building 500 Sandy Springs, Georgia 30350 (770) 730-5600

## Application for Tent Permit

An inspection and operational permit is required by the Sandy Springs Fire Marshal's Office for installation and use of temporary membrane structure or tent having an area in excess of 200 square feet; Canopies (tents without sides) in excess of 400 square feet and two or more 10' x 10' tents and/or 20' x 20' canopies. Section 105.6.43 IFC

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Title of and Sponsor of Event \_\_\_\_\_

Address of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Number of Participants \_\_\_\_\_

Size of Tent(s) \_\_\_\_\_ Number of Tent(s) \_\_\_\_\_

Installation Date \_\_\_\_\_ Removal Date \_\_\_\_\_

**Prior to installation of the tent two sets of site plans must be submitted for approval. An inspection shall be required before the tent is occupied. The following is a list of requirements:**

**1. The site plan shall include:**

- a. Dimensions of the tent(s).
- b. Provide Fire lane on one side of the tent.
- c. Location of nearest fire hydrant.
- d. Location of nearest vehicle parking with distance specified.
- e. Location of the nearest building with the distance specified.
- f. The planned layout under the tent(s); exit path widths, seating, display items, etc.
- g. Location of fire extinguisher(s) for the tent.

2. A note shall be on the submitted plans stating, no smoking, no fireworks, no open flame devices or fire will be used within the tent / canopy.

3. A note on the submitted plans stating a 2A-10BC Fire Extinguisher will be provided at the site

4. A certificate of flame-retardant treatment by an acceptable testing laboratory shall be provided.

5. All tents must have proper weights suited to the size of the tent for each leg. For example, 10' x 10' tents are secured with a 40 lb. weight on each tent leg. To prevent damage to the roadway, tents may not be secured to the roadway with stakes, no exceptions

Please call 770-730-5600 at least 48 hours in advance to request a Tent / Canopy Inspection.

\_\_\_\_\_  
Owner or Owner's Agent Signature

\_\_\_\_\_  
Print Name & Date

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## Tent Permit

FOR OFFICE USE ONLY

### LOCATION:

Permit #	Permit Issued By:	Date Issued/Use Period

- Site Plan requirements provided  YES  NO
- Dimensions of tent shown  YES  NO
- Hydrant location shown  YES  NO
- Location of nearest vehicle parking  YES  NO
- Fire lane shown on one side of tent  YES  NO
- Nearest building shown with distance specified  YES  NO
- Layout under tent shown/acceptable  YES  NO
- Fire extinguisher(s) provided 2-A: 10-BC  YES  NO
- NO Smoking signs posted  YES  NO
- Note on plan specifying no smoking, fireworks, or open flame devices will be used within the tent/canopy  YES  NO
- Certificate of Flame-Retardant Treatment Provided  YES  NO

The fire code official is authorized to revoke a permit issued under the provisions of this code when it is found by inspection or otherwise that there has been a false statement or misrepresentation as to the material facts in the application or construction documents on which the permit or approval was based.

\_\_\_\_\_  
Owner or Owner's Agent Signature:

\_\_\_\_\_  
Print Name & Date: