Millville Fire Department
Bureau of Fire Safety

Chief Michael Lippincott
Chief of Department - Fire Marshal
420 Buck Street, Millville, NJ 08332
Tel: 856-327-3334 - Fax: 856-327-2319

APPLICATION FOR A FIRE SAFETY PERMIT

TENT OR CANOPY

NOTE: A SEPARATE PERMIT APPLICATION IS REQUIRED FOR EACH TENT SEPARATED FROM OTHER TENTS BY MORE THAN 5 FEET

APPLICANT	PROPERTY OWNER
Name:	Name:
Address:	Address:
Telephone #	Telephone #
Facsimile #	Facsimile #
Cellular #	Cellular #

I would like a Fire Safety Permit for a:

Tent/Tension Membrane Structure
A structure, enclosure, or shelter, greater than 900 square feet in area or more than 30 lineal feet in any constructed of fabric, and having walls on 25 % or more of the lineal perimeter.

Canopy/Tension Membrane Structure
Any structure, enclosure, or shelter, greater than 900 square feet in area or more than 30 lineal feet in any direction, constructed of fabric, having walls less than 25 % of the lineal perimeter.

Note: Tents greater than 140 feet in any direction, or greater than 16,800 square feet in area, or in use for more than 180 days, or which have a permanent anchoring system, or which are used between November 1 and the following April 1, or contain platforms greater than 11 feet in height, shall require a permit issued pursuant to the NJ Uniform Construction Code.

EVENT INFORMATION:

The Tent or Canopy will be erected in the following location (Include street address as well as description of location on property):

The Tent or Canopy will be used for the following purpose (Description of the event, ie – "smith wedding"):

The Tent/Canopy/Tension Membrane Structure will be used:

on/between _____, and
(date)

between the hours of _____ and _____.

TENT/CANOPY/TENSION MEMBRANE STRUCTURE INFORMATION:

The Tent or Canopy will be erected on (date & time) _____

Tent Contractor Information:

Name: _____

Address: _____

_____

Phone #: _____

The exact dimensions of the Tent/Canopy/Tension membrane structure are as follows:

_____ ft. width X _____ ft. length = _____
(Total square footage)

The following will be used/installed in the Tent or Canopy:

Electric Lighting *

Electrical Power (for band or DJ)*

Heating Equipment**

Platforms, including dance floors

Tables & Chairs (for dining)

Other (describe)

NONE OF THE ABOVE

* An electrical permit is required to be obtained from the City of Millville Construction Office pursuant to the NJ Uniform Construction Code.

** A separate permit is required to be obtained from the **Bureau of Fire Safety**.

ADDITIONAL INFORMATION:

This application must be accompanied by the following:

Applications for Tents Only:

The total number of occupants (guests + staff) expected to utilize the tent;

The number, location, and type of exits (minimum of 2 EXITs required);

The number and location of lighted EXIT signs and emergency lighting units;

All Applications:

A site plan showing the location of the tent/canopy in relation to other nearby structures;

A plan showing the location and dimensions of tables, any platforms or dance floors, cooking appliances (if any), and also indicating the number of persons anticipated at the event;

A "Certificate of Flame Propagation Performance Treatment" from the tent/canopy manufacturer, or a signed affidavit attesting to flame propagation performance provided by the tent/canopy supplier (see attached affidavit);

A letter granting permission to obtain a permit for a tent from the property owner, if the applicant is not the owner of the property (sample attached).

Payment of Type I Permit Fee ($42), made payable to "Millville Fire Department Bureau of Fire Safety".

INSPECTION INFORMATION:

Date/Time Requested for Inspection: _____

Name/contact information of inspection contact/responsible person to be present at time of inspection:

_____

PLEASE NOTE:

FAILURE TO BE PRESENT AT TIME INSPECTION WILL RESULT IN A DENIAL OF THE FIRE SAFETY PERMIT

FAILURE TO COMPLY WITH ALL OF PERMIT CONDITIONS AT THE TIME OF INSPECTION WILL RESULT IN THE DENIAL OF THE FIRE SAFETY PERMIT.

THE PERMIT MAY BE REVOKED BY THE FIRE OFFICAL OR DESIGNATED REPRESENTATIVE FOR FAILURE TO COMPLY WITH THE CONDITIONS OF ISSUANCE OR ANY VIOLATIONS OF ANY PROVISIONS OF THE NEW JERSEY FIRE CODE.

COOKING UNDER AN OCCUPIED TENT/CANOPY IS STRICTLY PROHIBITED BY N.J.A.C. 5:70-3, 2404.15.5.

SMOKING IS PROHIBITED IN/UNDER ANY TENT OR CANOPY PURSUANT TO N.J.A.C. 5:70-3, 2404.6.

I hereby acknowledge that I have read this application, that the information I have given is correct, that I am the owner or am duly authorized to act in the owner's behalf, and as such hereby agree to the requirements and/or any conditions imposed by the Fire Official.

_____ _____

Name Date

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AFFADAVIT ATTESTING TO FLAME PROPAGATION PERFORMANCE CRITERIA OF TENT, CANOPY, OR AIR-SUPPORTED MEMBRANE FABRIC

Owner(s) of Tent, Canopy or Air-Supported Membrane Structure:

Owner(s) Name: _____

Owner(s) Address: _____

Identifying information (Manufacturer, size, type of structure, serial number, date of manufacture, etc):

I, _____, hereby attest that the fabric for the above described tent/canopy/air-supported membrane is composed of materials which complies with the National Fire Protection Association (NFPA) Standard No. 701, or has been treated with a flame retardant material in an approved manner and meets the flame propagation performance criteria of National Fire Protection Association (NFPA) Standard No. 701.

* If fabric is treated, the material last treated on _____ and is effective for the time period for which a permit is hereby requested. *(date treated)*

I hereby certify that all statements made by me in this affidavit are true. I am aware that if any of the fore-going statements made by me are willfully false, I am subject to punishment.

_____ _____

Applicant Signature *date*

_____

Applicant Printed Name and Title

(Corporate letterhead)

_____
(Todays Date)

Millville Fire Department
Bureau of Fire Safety
420 Buck Street
Millville, NJ 08332
Attn: Fire Marshal

RE: Permission to use property for activity requiring a permit issued pursuant to N.J.A.C. 5:70 2.7 1.1 et. seq.

TO: Millville Fire Official

Please be advised that I own or otherwise have control of real property known as:

_____,
(*Address of property*)

and furthermore that I give my consent and permission to the following person(s) or company to obtain a fire safety permit required by N.J.A.C. 5:70 2.7 et seq., for the purpose of conducting an activity or process on the above property. The authorized vendor is:

_____
(Date of Event)

_____
(Vendor Name – person/business name)

_____
(Vendor Address)

Sincerely,

_____ _____
(Signature) *(Printed Name)*

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Overview of Permit Requirements for Tents, Tension Membrane Structures, or Canopies Revised 3/23/16

In accordance with N.J.A.C. 5:70-2.7(a) 3.xv., a "Tent, Tension Membrane Structure, or Canopy Permit" shall be obtained from the Fire Official for the use of a tent or canopy in any location other than an owner-occupied single family home.

Administrative Requirements:

1) All Tent/Canopy/Tension Membrane structures shall be required to have a permit when the tent/canopy/tension membrane structure exceeds 30 linear feet in any direction or is greater than 900 square feet in area. **NOTE:** Tents left up for more than 180 days, or used between December 1 and March 31, or that are greater than 140 feet in any dimension, or that are greater than 16,800 square feet in area, or contain platforms or bleachers over 11 feet in height, require a require a NJ Uniform Construction Code permit/Certificate of Occupancy, not a Fire Safety Permit.
2) Multiple tents, canopies, or tension membrane structures shall be considered as one unit when any tent, canopy or tension membrane structure is located within 5 feet of another tent, canopy or tension membrane structure, excluding cooking tents. The size of the combined tent or canopy will dictate if a permit is required.
3) A separate permit is required for each individual tent or canopy, when separated from other tents and/or canopies by more than 5 feet horizontally. Permits will not be granted unless a completed application and payment of the application fee is brought to the City of Millville Fire Department, Bureau of Fire Safety during normal business hours, <u>at least two (2) business days prior to the commencement of the event.</u> *(N.J.A.C. 5:70-2.7(b))*
4) A permit application will be not accepted if the required information is not provided and/or the permit application fee in the form of cash or check is not provided. *(N.J.A.C. 5:70-2.7(i))*
5) For the purposes of this policy, "completed application" shall include all plans, drawings, and other information requested on the application form, including all information required by **N.J.A.C.5:70-3.2(a)3, F-2403.6,** and **N.J.A.C. 5:70-3.2(a)(3), F-2404.2.**

a. **Including the following:**

i. A detailed site plan showing the location of the tent/canopy in relation to buildings, open flame cooking appliances and other tents/canopy's.

ii. A detailed floor plan indicating the following:

1. Arrangement and type of seating (seating plan)
2. Location of aisles if seating or tables and chairs included.
3. Proposed occupant load (# of guests + # of employees)
4. Location and size of egress aisles and exits
    a. NOTE: Openings in tents used for exit must be at least 72 inches wide with no doors or flaps.
5. Location and type of any heating or electrical equipment
6. Location and size of any dance floor/stage or similar platform

6) Flame propagation performance certificates evidencing compliance with NFPA 701 or a signed affidavit attesting to flame propagation performance provided by the tent/canopy supplier (see attached affidavit);
7) If the applicant is someone other than a representative of the property owner, <u>a letter from the property owner authorizing the applicant to perform the permitted function is required to be included with the initial application</u>. (Sample Attached)
8) The permit is granted per event. For each time a tent or canopy is set-up, a separate permit is required. *(N.J.A.C. 5:70-2.7(g))*
9) The applicant shall specify and date/time requested for inspection on the application form. No permit will be issued until such time as an inspection is completed. *(N.J.A.C. 5:70-2.7(c))*.
10) Tents, canopies, or tension membrane structures permitted to be in use or which are erected for more than 30 consecutive days, shall be inspected at regular intervals by the permitee, owner or agent to determine that the installation is maintained in accordance with the Fire Code. An inspection report shall be provided to the Fire Official and shall consist of maintenance, anchors and fabric inspections.

<u>Technical Requirements</u>

1) The location of tents, canopies or tension membrane structures shall be in compliance with the approved site plan submitted with the application.
2) The layout of tables, dance floors, seating arrangements shall be in compliance with the seating/egress plan submitted with the application.
3) Every roof and wall section shall be provided with a permanently affixed label bearing the size and identification of the fabric and material type.
4) Every tent, canopy and tension membrane structure shall have the minimum number of EXITs as determined by Table 2403.12.2 in the International Fire Code 2006, NJ Edition,

(a minimum of two (2) means of egress (EXIT) where the allowable occupant load is between 10 and 199 persons; a minimum of three (3) means of egress where the allowable occupant load is between 200 and 499 persons, a minimum of four (4) means of egress where the allowable occupant load is between 500 and 999 persons).

5) EXIT openings shall be a minimum of 72 inches in width.

6) EXIT openings from tents shall remain open unless covered by a flame resistant curtain.

    a. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.

    b. Curtains shall be of a color, or colors, that contrasts with the color of the tent.

7) Where it is desired to have doors in an exit, the exit doors shall swing in the direction of egress travel. Open force at the door edge shall not exceed 15 lbs. The number of doors and the clear opening (width) of doors shall be suitable based on the occupancy load.

8) EXIT signs shall be powered on two (2) separate circuits for tents having occupant loads of 300 or less

9) EXIT signs for tents having occupancy loads of more than 300 persons shall have two (2) separate means of power, including storage batteries (battery back-up) or generators installed in accordance with the NJ Uniform Construction Code.

10) Means of egress shall be illuminated while the tent, canopy or tension membrane structure is used. Emergency power (battery back-up) shall be provided.

11) Fire Extinguishers shall be provided in each tent, canopy and tension membrane structure at the rate of one 2A-10B:C fire extinguisher for each 3000 square foot area, or part thereof, of the tent. Fire Extinguishers in tent, canopy or tension membrane structure requiring more than one fire extinguisher, shall have a maximum of 75 feet travel distance between fire extinguishers.

12) Cooking is prohibited in a tent occupied by the public.

13) Tents for cooking shall be located at least 20 feet from any other tent, canopy or membrane structure, and cooking operations shall be as follows:

    a. Propane cylinders are required to be at least 5 feet from any cooking appliance;

    b. Propane cylinders must be located outside the tent at all times;

    c. Propane cylinders shall be secured in place to prevent falling over;

    d. Propane cylinders shall be protected to prevent tampering by providing a secure area a minimum of 5 feet away from cylinders and cooking appliances.

    e. A tent permit issued for a cooking tent does not alleviate the need for an “open flame in place of public assembly” permit.