



**Bureau of Fire Safety**  
**City of Millville Fire Department**  
 420 Buck Street  
 Millville, NJ 08332  
 (Phone) 856-327-3334 (Fax) 856-327-2319

Organized May 14, 1880

Joseph Pepitone, Director of Public Safety

Michael Lippincott, Fire Chief

## APPLICATION FOR A FIRE SAFETY PERMIT

### TENT OR CANOPY

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

APPLICANT FOR PERMIT	OWNER OF PROPERTY LOCATION
NAME:	NAME:
ADDRESS:	ADDRESS:
PHONE #:	PHONE #:
FAX #:	FAX#:
CELL #:	CELL #:

#### 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**

A 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.*

**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.

**Applications for Tents Only must be accompanied by the following:**

- 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 indication 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 applicant is not the owner of the property.
- Payment of Type I Permit Fee (\$54.00) made payable to "Millville Fire Department Bureau of Fire Safety".



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**AFFIDAVIT 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 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 foregoing statements made by me are willfully false, I am subject to punishment.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant Printed Name and Title*

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**City of Millville Fire Department**  
Chief Michael Lippincott  
Chief of Department – Fire Marshal  
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## **Overview of Permit Requirements for Tent, Tension Membrane Structures, or Canopies**

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 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 and payment of the application fee is brought to the City of Millville Fire Department, Bureau of Fire Safety during normal business hours, at least two (2) business days prior to the commencement of the event. (N.J.A.C. 5:70-2.7(b))
- 4) A permit application will not be 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.