

COLUMBIA FIRE & RESCUE
FIRE MARSHAL'S OFFICE
SPECIAL EVENT APPLICATION & REQUIREMENTS



COLUMBIA FIRE & RESCUE
700 NORTH GARDEN STREET
COLUMBIA, TN 38401

FIRE MARSHAL CONTACTS

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SPECIAL EVENT REQUIREMENTS

Columbia Fire & Rescue requires an operational permit to erect and occupy a temporary membrane structure or a tent having an area in excess of 400 square feet. These requirements are based on the *2018 International Fire Code*.

Exceptions:

1. Tents open on all sides, which comply with all of the following:
 - Individual tents having a maximum size of 700 square feet
 - Multiple open sided tents placed side by side shall not exceed 700 square feet and shall maintain a minimum clearance of 12 feet to structures and other tents

Permits – Tent Permits shall be obtained from the Fire Department. Fees shall be paid prior to issuance. A separate permit is required for each tent. Approved permits shall be kept on the premises during all periods of operation.

Site Inspections – A site inspection is required after the tent has been erected and prior to the event. The inspector shall verify compliance with these requirements. Additional requirements may be noted during the site inspection. The permit **may not be approved** if there are inconsistencies or omissions from the plans, or if fire and life safety hazards are observed. **All inspections shall occur prior to occupying the tent.**

PERMIT APPLICATION SUBMITTAL DOCUMENTS

Site Plan – A detailed PDF format site plan shall be submitted electronically in the form of a satellite aerial map. The site plan shall be legible and include electronic markups of all tents, structures, generators and compliant fire lanes. Structures shall have dimensions included on the site plan. Site plan shall include the name, date(s), location and number of attendees for the event.

Floor Plan – A legible dimensioned floor plan shall be submitted electronically indicating the location of all interior fixtures (i.e. tables, chairs, bars, stages, decorations, etc.). The floor plan shall indicate the location of exits, illuminated exit signs, emergency lighting, no smoking signage, fire extinguishers and compliant aisle widths. Floor plan shall include the name, date(s), location and number of attendees for the event.

Required Certificates – Submit copies of the flame resistant certificate(s). All decorative materials used in tent(s) shall be flame resistant and include a certification of flame resistance (i.e. floor coverings, curtains, table cloths, other decorative materials, etc.). All decorative materials are subject to field flame testing.

Anchoring – Indicate the anchoring method for the tent. Staking (where permitted) and weighted concrete ballast are the only approved methods of anchoring tents. Uplift shall be equivalent to three (3) pounds per square foot of total tent area. Polyethylene barrels weighted with sand or water are prohibited as anchoring devices.

Frame Tents – Frame tents may be staked or anchored with concrete ballast. Frame tents shall be calculated and anchored to resist a wind uplift force of three (3) pounds per square foot of total tent area. For staked tents, a 36" x 1" metal stake fully embedded is assumed to have a pull-out capacity of 300 pounds. Frame tents shall not exceed 40 feet in width.

Pole Tents – Pole tents are to be anchored by stakes only. Pole tents shall be calculated and anchored to resist a wind uplift force of three (3) pounds per square foot of total tent area. For staked tents, a 36" x 1" metal stake fully embedded is assumed to have a pull-out capacity of 300 pounds.

Clear Span Structure Tents – Structural calculations shall be submitted for all clear span structure tents. Calculations shall be provided by a Tennessee licensed structural engineer. Calculations shall include a dated stamp by the engineer consistent with the current Tennessee Building Code 2018 edition.

The Fire Marshal may require the Building Department's review and approval of tents and stages. Tent Company maintains responsibility to assure that all tents are adequately anchored and installed per manufacturer specifications.

Permit application shall be provided to Columbia Fire & Rescue a **minimum of 2 weeks prior** to the date of the event. Late submittals are subject to double permit fees with no guarantee that the plans or event will be approved.

FIELD INSPECTION AND APPROVAL REQUIREMENTS

1. Fire lanes shall be maintained or provided to extend within 150 feet of all exterior tent walls. Fire lanes shall have a minimum width of 24 feet and a minimum vertical clearance of 13 feet 6 inches. Minimum distance is calculated from tent outriggers.
2. Tents shall not be located within 20 feet of property lines, parked vehicles or internal combustion engines.
3. Smoking is not allowed in any tent. "No Smoking" signs shall be conspicuously posted throughout.
4. Temporary wiring shall be attached to the structure in an approved manner and shall not cross required exits or aisles. Cable ramps across required exits and aisles are prohibited. All electrical equipment shall comply with the *International Electrical Code*.

5. Any fixture, equipment, or appurtenance suspended from the ceiling over occupied areas of the tent shall be equipped with secondary safety attachments.
6. Inspections are conducted Monday through Friday during normal business hours (7:00 AM – 4:00 PM). Inspection requests outside of normal business hours, weekends, or holidays, shall be subject to an additional inspection fee and subject to inspector availability.
7. **Re-inspections are subject to an additional inspection fee.**

EXITS AND EXIT SIGNS

1. Exits shall be clearly marked. EXIT signs shall be installed at required exit openings and where otherwise necessary to clearly indicate the direction of egress when the exits serve an occupant load of 50 or more.
2. EXIT signs shall be internally illuminated. Two separate sources of power must be provided; a primary electrical supply and a battery backup. The battery backup system provided shall have a minimum duration of 90 minutes.
3. Emergency lighting shall provide one (1) foot-candle of illumination at the floor level. Two separate sources of power must be provided; a primary electrical supply and a battery backup. The battery backup system provided shall have a minimum duration of 90 minutes.
4. Exit openings from tents shall remain open unless covered by a flame resistant curtain. The curtain shall comply with the following requirements:
 - 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.
 - Curtains shall be of a color, or colors, that contrast with the adjacent sidewalls.

Exits shall be provided in accordance with the following:

1. Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be located such that all points within the tent are 100 feet or less from an exit.

OCCUPANT LOAD	MINIMUM # OF EXITS	MINIMUM WIDTH
10 - 99	2	72 inches
200 - 499	3	72 inches
500 - 999	4	96 inches
1,000 - 1,999	5	120 inches
2,000 - 2,999	6	120 inches
3,000 +	7	120 inches

2. The minimum internal aisle width is 4 feet. The minimum perimeter aisle width is 3 feet.
3. Tables edges shall be placed not less than 7 feet apart and not less than 4.5 feet from walls.
4. Chair rows (theater seating) shall not contain more than 14 chairs before reaching an aisle on each side of the row. In tents with an occupant load exceeding 200, chairs shall be bonded together in groups of not less than 3.
5. Exits, aisles and egress to public way shall not be obstructed at any time.

FIRE EXTINGUISHERS REQUIREMENTS

1. Provide fire extinguishers throughout having a minimum **2A-10BC** rating with current State Fire Marshal tags. Fire extinguishers shall be mounted 3 to 5 feet above the ground with appropriate brackets. Fire extinguishers shall be located so the travel distance is no more than 75 feet from any location within the tent.
2. Provide at least one **40BC** rated fire extinguisher for each cooking tent and generator location.
3. A type "K" fire extinguisher shall be provided for cooking appliances that use deep fat/oil frying or solid fuels.

COOKING TENTS

1. Heating appliances, cooking equipment and related components shall be installed as specified in the *International Mechanical Code 2018 edition*.
2. Gas, liquid and solid fuel burning equipment designed to be vented shall be vented to the outside air as specified in the *International Mechanical Code 2018 edition*. Such vents shall be equipped with *approved* spark arresters when required. Where vents or flues are used, all portions of the tent or membrane structure shall be not less than 12 inches from the flue or vent.

The Fire Marshal reserves the right to require mechanical systems to be approved by the Building Department.

3. Cooking and heating equipment shall not be located within 10 feet of **exits** or combustible materials.
4. Tents, where cooking is performed shall be separated from other tents by a minimum of 20 feet.
5. Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet of a tent.
6. Electrical cooking and heating equipment shall comply with *the International Electrical and Mechanical Code*.

LIQUID PETROLEUM GAS (LPG) REQUIREMENTS

1. Portable Liquid Petroleum Gas (LPG) containers and related components, that are located outside and are being used to fuel equipment inside a tent, shall be adequately secured and protected to prevent tampering or damage.
2. Portable LPG containers shall be located at least 10 feet from tents.
3. Heating equipment shall not be located within 10 feet of exits or combustible materials.
4. Portable LPG heaters are prohibited inside of tents.

GENERATOR REQUIREMENTS

1. Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.
2. Generators must be grounded and have an approved **40BC** fire extinguisher.
3. Storage of fuel cans within the event space is prohibited.
4. Refueling of generators shall only be done with the generator off.

Columbia Fire & Rescue – Fire Marshal’s Office



City Hall Office:

700 North Garden Street
Columbia, TN 38401
Phone: (931) 560-1740

SPECIAL EVENT APPLICATION

Today’s Date: _____

Land Use Permit# _____

EVENT INFORMATION

Event Name: _____ Event Contact: _____

Address: _____ Phone: _____

City & Zip: _____ Type of Event: _____

Event Date(s): _____ Time Start: _____ Time End: _____ Total # of people: _____

Additional Notes: _____

APPLICANT/SPONSORING ORGANIZATION INFORMATION

Company Name: _____ Applicant Name: _____

Address: _____ Phone: _____

City/ Zip: _____ Email: _____

Mark All That Apply & Acknowledge Required Documents

Site Plan (detailed satellite aerial map in PDF format with “North” indicated on plan) **This is required. Applications will not reviewed if not received. Check yes that you have included this in your packet. Yes _____**

Floor Plan (legible, dimensioned plan in PDF format including tables, chairs, stages, etc. with “North” indicated on plan) **This is required. Applications will not be reviewed if not received. Check yes that you have included this in your packet. Yes _____**

Required Flame Resistance Certificates:

Yes _____ No _____

Food & Beverage:

Catered: On-site _____ Off-site _____ Barbeques/Grills _____ Deep Fryers _____ Ranges _____ Woks _____

Tents/Canopies:

Tents >400 square feet: _____ # Canopies > 700 square feet: _____

Copy of fire retardant certification provided: Yes _____ No _____

Booths: Number of booths: _____ Cooking: Yes _____ No _____

Generators: Quantity: _____ Refuel Required: _____

Open Flame/Pyro: Yes _____ No _____ * Special Effects Application may be required



COLUMBIA FIRE & RESCUE



Stephen Otero
Fire Marshal

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Request for Permit: Tent, Canopy, and Other Membrane Structure

Event/Permit Information:

Client/Name/Location: _____

Physical Address: _____

Point of Contact at Inspection: _____

Point of Contact Phone Number(s): _____

Date of Installation: _____ Time: _____

Date of Inspection: _____ Time: _____

Event Date(s): _____ Strike Date: _____

Approximate Number of Persons in Attendance: _____

Tent Information Checklist:

Tent Type: Frame Pole Structure [ENGINEERING REQUIRED FOR STRUCTURE TENTS]

Size and Descriptions of Structures: _____

Site Plan (detailed satellite aerial map *in PDF format* with "North" indicated on plan)

Floor Plan (legible, dimensioned plan in PDF format including tables, chairs, stages, etc. with "North" indicated on plan)

Required Flame Resistance Certificates: Yes No

Type of Anchoring: (Stake/Weighted) _____

Misc. Information: (Generator, Stage/Platform, Decorative Material, Seating/Table Setup, Cooking/Open Flame)

Applications will not be reviewed without attached Site Plan & Floor Plan.