



# Application for Tent Permit

*The City of Sandy Springs, Georgia*  
*Fire Marshal's Office, 7840 Roswell Road Bldg 500, Sandy Springs, Georgia, 30350 (770) 730-5600*

Tent permits are required by 2006 International Fire Code, Section 105.6.43 for all temporary membrane structure or tent having an area in excess of 200 square feet or canopy in excess of 400 square feet.

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 \_\_\_\_\_

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

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

1. The site plan shall show:
  - a. Dimensions of the tent(s).
  - b. Show a Fire lane on one side of the tent.
  - c. The Location of nearest fire hydrant.
  - d. Location of nearest vehicle parking with distance specified.
  - e. The 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. The location of the fire extinguisher for the tent.
2. A note shall be on the submitted plans stating "NO SMOKING" sign shall be posted on site.
3. 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.
4. A note on the submitted plans stating a 2A-10BC Fire Extinguisher will be provided at the site
5. A certificate of flame-retardant treatment by an acceptable testing laboratory shall be provided.
6. An approved site plan shall be kept at the site and available for the inspector when the tent inspection is conducted.

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



**FOR OFFICE USE ONLY**

Permit #	Permit Issued By	Date Issued

**Site Plan Requirements Met**

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 location shown  YES  NO
- NO Smoking requirement shown  YES  NO
- Note on plan specifying 2A 10BC fire extinguisher at site  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

*Fire  
Department*