



BERTHOUD FIRE PROTECTION DISTRICT

To Serve. To Care. To Support.

TENT REQUIREMENTS INFORMATION

To obtain a required tent permit, read the following requirements and complete a “Special Event Permit Application.” The District requires a minimum of three (3) business days to process your permit application. A site map of the tent location and a flame-resistant certificate for the applicable tent, canopy or temporary membrane structure must be provided with your application along with all appropriate fees before your permit will be issued.

Tent Requirements

- Any tent or temporary air-supported membrane structure more than 400 square feet requires a “Special Event Permit.” Any canopy more than 700 square feet must also be permitted, according to the International Fire Code.
 - Tents, canopies and temporary air-supported membrane structures shall be a minimum of twenty (20) feet from any internal combustion engines.
 - Tents, canopies and temporary air-supported membrane structures shall not be located in areas that prevent Fire Department access and shall not be located within twenty (20) feet of lot lines, buildings, other tent, canopy or temporary membrane structures, parked vehicles or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent, canopy or temporary air-supported membrane structure.
 - All tents, canopies, and temporary air-supported membrane structures must be flame retardant or treated with an approved flame retardant. Floor coverings and other decorative materials must be flame retardant or treated with an approved flame-retardant material. Hay, straw or similar combustible material is prohibited inside the tent, canopy or temporary air-supported membrane structure.
 - Copy of flame-retardant material certification must be on file with the District.
 - A minimum of two (2) 2A:10BC rated portable fire extinguishers are required for all permitted tents, canopies and temporary air-supported membrane structures. Portable fire extinguishers are required to be secured between 48” and 60”. Portable fire extinguisher signage is required to be “conspicuous”.
 - Exits need to be provided so that all occupants are within one-hundred (100) feet or less from an exit. The number of exits required shall be in accordance with the International Fire Code, Table 3103.12.2.



BERTHOUD FIRE PROTECTION DISTRICT

To Serve. To Care. To Support.

- Illuminated exit signs are required for tents having an occupant load of three-hundred (300) occupants or more. Exit signs may be internally or externally illuminated in accordance with IFC 3103.12.6.1.
- Exits shall not be obstructed in any manner including trip hazards.
- Exit signs shall be provided at all exits in an enclosed tent or temporary air-supported membrane structure.
- Exit signs and means of egress shall be illuminated when the tent or temporary air-supported membrane structure is occupied.
- Fireworks, open flames, and devices capable of igniting combustible materials shall not be used inside a tent, canopy, or temporary air-supported membrane structure. Portable heaters shall not have their flame source inside the tent, canopy, or temporary air-supported membrane structure.
- Propane cylinders shall not be within ten (10) feet of the tent, canopy, or temporary air-supported membrane structure.
- The District requires a minimum of three (3) business days' notice for tent, canopy or temporary air-supported membrane structure "Special Event Permit" issuance.
- Additional requirements may be imposed on applicant due to the specific use and types of membrane structure as per Chapter 31 of the International Fire Code and other applicable rules and/or policies of the District.
- The "Special Event Permit" shall be posted within the tent, canopy or temporary air-supported membrane structure for which this permit applies and shall not be transferable. Any changes in use, occupancy, operation or ownership shall require a new permit.

