



BCA-02

TENT PERMIT – GUIDELINES

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A PURPOSE:

This **BCA Directive** addresses the [Section 3103 \(Temporary Structures\), Florida Building Code](#) requirement to permitting and approval prior to erection of any tents larger than 120 SF (Square Feet). This special permit process shall comply with the Florida Poly [Building Code Administration \(BCA\)](#) Program.

Submit permit application with Site plan, including tent size (area of tent in SF), intended use of tent, tent tie-down and ballasting method, flame retardant rating and location with relations to any buildings, etc. where and when it will be placed/removed from campus. Submit the permit application and supporting information to the BCO at Florida Poly Facilities & Safety Services, Lakeland Campus, via email: safetyservices@floridapoly.edu.

B REQUIREMENTS:

Intended use and layout for comments on meeting code compliance shall be included with the following criteria being met.

1.0 Emergency Lighting:

Tents larger than 1,200 SF shall be provided with emergency lighting if the use of the tent is at night per [Section 101.12.2.9.2, NFPA \(Florida Fire Prevention Code\)](#). Battery backup lights that come on upon loss of power are required. Generator Powered lights are not considered emergency lighting without alternate power source. Exit signs required if tent structure has enclosed sides

2.0 Stages and Platforms:

A ramp shall be provided to all stages and platforms per Federal [Americans with Disabilities Act \(ADA\)](#) and [Section 201.3 \(Temporary and Permanent Structures\), Florida Accessibility Code for Building Construction](#) requirements.

3.0 ADA Seating:

Seating layout shall incorporate ADA seating areas located on an accessible route(s).

4.0 Crowd Managers:

Crowd manager(s) shall be provided for 250 or more people and one per each 250 or fraction above 250 per [Section 101.12.7, NFPA \(Florida Fire Prevention Code\)](#).

5.0 Cooking Equipment:

Cooking equipment/barbeques are not allowed within the tents. Maintain 5 FT. minimum safe distance from the tents.

6.0 Exit Signage:

Exit signage either internally lighted or externally lighted for all tents with closed sides.

7.0 Electrical:

- i. Inspection of all wiring required prior to event.
- ii. Provide proper cable covers for all sound and power extension cords to prevent tripping hazards in aisles and walkways.
- iii. Use extension cords with proper grounding and GFCI (Ground Fault Circuit Interrupter) protection in all tents per [NEC \(National Electric Code\)](#) provisions.

8.0 Generators:

The use of Generators for power shall have a driven ground rod and generator frame to be connected with proper copper conductor to ground rod per [NEC \(National Electric Code\)](#) provisions.

9.0 Heating equipment:

Meet manufacturer's safety instructions and be UL Listed. LP (Liquid Propane) tanks to be a minimum of 5 FT away from any tents, secured in upright position, and protected from vehicular traffic.

10.0 Fire Extinguishers:

Provide fire extinguishers in all tents.

- i. Maximum mounting height measured from floor: 48".
- ii. Minimum size: 2-A:10-B:C.
- iii. Maximum travel distance from any point in the tent to an extinguisher: 75 FT.
- iv. Brackets may be tie-wrapped; however, EXTINGUISHERS ARE NOT ALLOWED TO BE TIEWRAPPED TO THE TENT POLES, or otherwise made difficult to remove.

NFPA 110-6.1.3, Placement (of Fire Extinguishers)

6.1.3.1 Fire extinguishers shall be conspicuously located where they are readily accessible and immediately available in the event of fire.

6.1.3.2 Fire extinguishers shall be located along normal paths of travel, including exits from areas.

6.1.3.4* Portable fire extinguishers other than wheeled extinguishers shall be installed using any of the following means:

- (1) Securely on a hanger intended for the extinguisher
- (2) In the bracket supplied by the extinguisher manufacturer (bracket may be tie wrapped.)
- (3) In a listed bracket approved for such purpose
- (4) In cabinets or wall recesses

C TABLE OF CODE SUMMARY						
TENT SIZE:	>120 - <400 SF	< 750 SF	< 1200 SF	>1200 SF	>2500 SF	>7500 SF
USE:	CHAIRS OR STANDING	TABLES & CHAIRS	PARTY TENT	PARTY TENT	CHAIRS OR STANDING	TABLES & CHAIRS
CODE: SF/PERSON	5 SF	15 SF	DEPENDS ON USE	DEPENDS ON USE		15 SF
CODE: NO. OF EXITS	2	2	2	2	3	3
CODE: EMERGENCY LIGHTING	No	No	No	YES	YES	YES
CODE: FIRE EXTINGUISHERS (QUANTITY & TYPE)	1 (2-ABC)	1 (2-ABC)	2 (2-ABC)	2 (2-ABC)	3 (2-ABC)	3 (2-ABC)
CODE: DESIGN OCCUPANT LOAD	< 50 PEOPLE	< 50 PEOPLE	< 240 PEOPLE	< 500 PEOPLE	< 500 PEOPLE	< 500 PEOPLE
CODE: AISLE WIDTH	36"	36"	44"	44"	.2"/ OCCUPANT	.2"/ OCCUPANT
CODE: BETWEEN TABLES WIDTH	74"	74"	82"	82"	ADD 19" / CHAIR	ADD 19" / CHAIR
CODE: BETWEEN CHAIR AISLE WIDTH	12" AT BOTH ENDS; FOR ROWS LESS THAN 14 SEATS 12" W/ DEAD END, NOT TO EXCEED 20' ADD .2" / SEAT AT BOTH ENDS FOR ROWS LONGER THAN 14 SEATS.					



FLORIDA POLYTECHNIC UNIVERSITY

JOHN TRECATELLI BUILDING CODE ADMINISTRATOR (863) 874-8722

BCA-02

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EDITION: SEPTEMBER 9, 2019
FACILITIES & SAFETY SERVICES
BUILDING CODE ADMINISTRATION PROGRAM
4700 RESEARCH WAY
LAKELAND, FLORIDA 33805-8531

TENT PERMIT APPLICATION

Date of Application: _____

Tent Company Name: _____

Billing Address: _____

Fax Number: _____ Email Address: _____

Contact Name and Phone Number: _____

Tent Location: _____

Occupancy: Assembly (50-300 people) _____ Assembly (301-1,000 people) _____ (>1,000 people) _____

Use and # of Tents: _____

Tent Sizes: 1. _____ 2. _____ 3. _____ 4. _____

Setup Date: _____

Take Down Date: _____

Emergency Lighting Provided: Yes _____ No _____

Stages/Platforms Provided: Yes _____ No _____

Ramp Provided: Yes _____ No _____

Table/Seating Provided: Yes _____ No _____

ADA Seating Provided: Yes _____ No _____

Crowd Managers Provided: Yes _____ No _____

Cooking Equipment Provided: Yes _____ No _____

Exit Signage Provided: Yes _____ No _____

Electrical Provided: Yes _____ No _____

Generator(s) Provided: Yes _____ No _____

Heating Equipment Provided: Yes _____ No _____

Number Fire Extinguishers Provided at each Tent: 1. _____ 2. _____ 3. _____ 4. _____



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A Site Plan of area in which tent will be erected shall be attached to this permit application

1. The site plan shall include the proposed location of the tent, as well as the distance (in ft.) between the tent and other structures on the site.

The completed application shall be submitted with the following items:

1. Certificate of Flame Resistance
2. Certificate of Insurance

Note:

- The validated receipt shall be at the site along with a copy of this packet.
- Tent permits are good for 30 days at a time not to exceed 180 days.
- Tent permit applications shall be submitted a minimum of 10 business days prior to setup date.
- There shall be a minimum of 30 ft. between the tent and any structures.
- There shall be a minimum of 10 ft. between stake/ballast lines.

The Authority Having Jurisdiction (AHJ) has the right to deny this permit and any future permits if any of the above requirements are not adhered to.

I CERTIFY I WILL COMPLY WITH ALL REQUIRMENTS ABOVE.

Name: _____ Signature: _____ Date: _____

OFFICIAL USE ONLY

REQUEST APPROVED: _____ REQUEST DENIED*: _____

*If a burn ban is in effect, permit may be revoked.

Date: _____

Signature of Building Code Official or Fire Safety Inspector