

## **TENT AND TEMPORARY STRUCTURES**

### **1. Typical Requirements for Temporary Structures and Tents**

- a. Project location
  1. Temporary Structures and Tents in Conjunction with Street and Sidewalk Use:
    - 1a. New sidewalk and street occupancy applications and modifications to previously issued sidewalk or street occupancy permits can be submitted to [customerservice@a2gov.org](mailto:customerservice@a2gov.org) with photos and updated square footage, if applicable. Any and all set ups that include temporary structures or tents must adhere to the guidelines in this document. Please allow additional time for approval, as set ups with temporary structures or tents may require additional review and/or inspections. Once approved you will receive a copy of your sidewalk occupancy permit, via email.
    2. Temporary Structures and Tents outside of Street and Sidewalk use:
      - 2a. Structures or Tents over 120 square feet, will require a building and Zoning review for permitting and code compliance. Size requirements are detailed below. A building compliance application can be submitted to Building Services electronically at [Building@a2gov.org](mailto:Building@a2gov.org). Once approved you will receive a copy of your permit, via email.
  - b. Trade permits may be required, if applicable.
  - c. Provide a site plan of location of requested structure or tent showing placement and the distances in references to buildings, sidewalks, and streets.
  - d. Provide drawings and details of the type of tent or structure to be used.
  - e. If electrical is required, all extension cords must be heavy duty UL rated for outdoor use using a GFCI protected plug or if a generator is used must meet the Section 590 (Temporary Installations) of the NEC 2017. Precautions must be taken to avoid a trip hazards with appropriate coverings over extension cords.
  - f. Heating can be accomplished with an UL listed electrical space heater with a clearance of 3 feet from the source of heat to all combustibles. The heating device must have a built-in tip over protection and these devices can only be run during open business hours and unplugged during closed business hours. Open flames will not be allowed in or within 20 feet from any temporary structure or tent. No surge protectors or multi plug adapters to be used. Section 3104.7 & 605.10.1 & 605.10.4 2015 IFC
  - g. Generators – Must be 20 feet from the Temporary Structures or Tents and isolated from the public. Section 3104.19 2015 IFC

**2. Temporary Structures and Tents 120 square feet and less – Section 3103 of the MBC 2015**

- a. While a building permit is not a necessary requirement to meet code, code requirements are still in place and the following information is required for verification.
- b. Information should be provided to show structural strength – wind and snow loads and to include tie down resistance through manufacture requirements or engineering with a seal to verify acceptance for temporary structures.
- c. Provide manufacture information to allow the type of use.
- d. Other types of information to be provided should include – electrical, mechanical or plumbing, accessibility (5%), means of egress, as applicable. Open flames will not be allowed in or within 20 feet from any temporary structure or tent. 3104.7 IFC 2015

**3. Temporary Structures and tents over 120 square feet or cumulative square footage of tents and structures exceeding 120 square feet.**

- a. A building permit will also be required when the temporary structure or tent exceed 120 square feet. Section 3103 MBC 2015
- b. Open flames will not be allowed in or within 20 feet from any temporary structure or tent. 3104.7 IFC 2015

**4. Temporary Structures and Tents 200 square feet and less on Private Commercial Property, will require a Zoning permit separate from the Building permit.**

- a. A Temporary Structure or Tent will require a zoning permit from the Planning department along with a site plan showing details of the event (location, traffic flow, hours, dates etc..... who, what, where, when) and a review will be conducted to determine if all applicable information has been provided.  
**Note:** This permit is exclusive from the requirements indicated above under the Typical requirements in # 1 b - g.

**5. Temporary Structures and tents over 400 square feet**

- a. A building permit will be required when a Temporary Structure or Tent exceeds 400 square feet. Section 3103 MBC 2015
- b. Anchorage required for all weather conditions. Section 3103.9 IFC 2015
- c. Exit opening shall remain open when occupied. Section 3103.12.3 IFC 2015
- d. No combustible materials (hay and Straw). Section 3104.5 IFC 2015
- e. No flame devices inside or within 20 feet. Section 3104.7 IFC 2015
- f. Portable fire extinguisher 2A 10bc rating 75' travel. Section 3104.12 IFC 2015
- g. Open flames will not be allowed in or within 20 feet from any temporary structure or tent. 3104.7 IFC 2015

**NOTE:** The codes as listed above may not be all inclusive but during the plan review additional codes may be added if applicable.