

Checklist for Temporary Tents and Membrane Structures Over 120 Square Feet

- Tents that cover an area greater than 120 square feet require a permit. (section 3103.1.2 of the 2015 Michigan Building Code).
- A permit application and a site plan indicating location of the temporary structure and information delineating means of egress and occupant load (section 3103.2 of the 2015 Michigan Building Code).
- Temporary structures shall be located in accordance with the requirements of Table 602 based on the fire resistance rating of the exterior walls (section 3103.3 2015 Michigan Building Code).
- Temporary structures must conform to the means of egress requirements of Chapter 10 of the 2015 Michigan Building Code and shall have an exit access travel distance of 100 feet or less (section 3103.4 of the 2015 Michigan Building Code).
- Tents and membrane structure erected for less than 180 day must meet the requirement of the 2015 International Fire Code and the requirements of sections 3103.1 through 3103.4 of the 2015 Michigan Building Code. *See below for 2015 International Fire Code requirements.*
- Tents shall not impede a fire department access road. Access road must maintain a clear width of 20 feet. (IFC 2015 3103.8.1)
- Tents or membrane structure and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. (IFC2015, 3103.9)
- Tents and membrane structures must be flame-resistance. (IFC 2015, 3104.2)
- Certification of flame-resistance must be provided when submitting plans. (IFC 2015, 3104.2)
- Smoking shall not be permitted in tents, canopies, or membrane structures (IFC 2015, 3104.6). No smoking signs must be provided (IFC 2015 3104.6).
- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public. (IFC 2015, 3104.7)
Excludes - the use of steno fuel to heat food pans.
- Cooking (not located inside of a tent) and heating equipment shall not be located within 10 feet of exits or combustible materials. (IFC 2015, 3104.15.3)
- Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structure by a minimum of 20 feet. (IFC 2015, 3104.15.5)
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent or membrane structure. (IFC 2015, 3104.15.6) o If cooking with a deep fryer, then a Class-K portable fire extinguisher is required.

- Fireworks shall not be used within 100 feet of tents or membrane structures. (IFC 2015, 3104.8)
- Hay, straw, shaving or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy – 50 people or more. (IFC 2015,3104.5)

Additional Checklist Items for Temporary Tents and Membrane Structures over 400 Square Feet

- Tents must be located at least 20 feet from property lines, Buildings and parked vehicles.
- A detailed site and floor plan for tents or membrane structure with an occupant load of 50 or more shall be provided with each application. (IFC 2015, 3103.6)
- Portable fire extinguishers shall be provided. (IFC 2015, 3104.12) The maximum travel distance to an extinguisher shall be 75 feet.
- Any generators must be located at least 20 feet from any tent and isolated from the public (IFC 2015 3104.19)
- Exits shall be clearly marked to indicate the direction of egress when the exit serves an occupant load for 50 or more. (IFC 2015, 3103.12.6)
- Minimum number of means of egress. (IFC 2015, Table 3103.12.2)

Occupant Load	Minimum number of means of egress	Minimum width of each means of egress (inches) Tent	Minimum width of each means of egress (inches) Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

****Note 1** -While the most common regulations are presented on this list there are additional regulations that may pertain to tents and will need to be complied with. Each tent will be evaluated on an individual basis. All sections of the 2015 International Fire code must be met, the absence of a specific code section does not relieve the permit holder from meeting all applicable codes.

****Note 2** – A **Customer Service Permit** is required for all new sidewalk and street occupancies and modifications to previously issued sidewalk or street occupancy permits which can be submitted to customerservice@a2gov.org with photos and updated square footage, if applicable.

****Note 3** – Tents **120 square feet or less** do not require a building permit but **are required to obtain a zoning permit** for all structures temporary or not, installed on private property.