



# Renton Regional Fire Authority

## Temporary Tent or Membrane Structure Permit Application

425-276-9580

**\*\* All requested items must be provided in order to process this application. \*\***

The completed application (must include all pages) and required documentation per *Required Supporting Documentation* (see below) may be emailed to [permits@rentonrfa.org](mailto:permits@rentonrfa.org) for review. Once the submittal is accepted, a payment portal link will be provided. Alternatively, the completed application, required documentation, and \$150.00 permit fee may be submitted in person at Fire Station 14, 1900 Lind Avenue SW, Renton. Permit counter is open Monday-Friday, 7:30 a.m. to 4:00 p.m. Closed on holidays.

To allow adequate time for processing, submittals are due at least 30 days in advance of use and payment at least 10 business days in advance.

Private Individual: \_\_\_\_\_ Phone: \_\_\_\_\_

**OR**

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of tents  
to be erected: \_\_\_\_\_

**Inspection required prior to use**

Requested date: \_\_\_\_\_

Requested time: \_\_\_\_\_

Address where tents are to be erected: \_\_\_\_\_

Size of tent(s):  
(List size, in sq. ft., of each tent separately) \_\_\_\_\_

Date/Time of Use:  
**FROM:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ **TO:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Describe the use  
of each tent: \_\_\_\_\_

Electricity to be used?      Yes      No      If yes, contact the Renton Building Department at 425-430-7215 or [permitted@rentonwa.gov](mailto:permitted@rentonwa.gov) for further information.

- REQUIRED SUPPORTING DOCUMENTATION:**
- Site plan must be submitted with application with distances as described in attached *Guidelines for Tents and Membrane Structures*.
  - Detailed floor plan for tents with an occupant load of 50 or more must be submitted with application.
  - Certificate of fire resistance of the fabric must be submitted with application.
  - Detailed letter of permission from business owner or owner's representative must be submitted with application.

I certify that the information furnished by me on this application is true and correct and that the applicable requirements of the Renton Regional Fire Authority will be met. I understand this application does not constitute a tent or membrane permit. Use is not to commence until confirmation of the permit is received from Renton Regional Fire Authority and conditions as described in the attached Guidelines are met, subject to inspection. Certification is hereby rendered that no work will be done except as described and that all work will conform to the applicable codes.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Guidelines for Tents and Membrane Structures

For assistance regarding these Guidelines call 425-276-9580

### A. DEFINITIONS

1. **TENT** - A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
2. **MEMBRANE STRUCTURE** - An air-inflated, air supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent. See Chapter 31 of the *International Building Code*.

### B. APPROVAL REQUIRED – A permit and approval from the fire code official is required to erect, operate, and/or maintain a temporary tent or membrane structure having an area in excess of 400 square feet or a temporary stage canopy of any size.

#### EXCEPTIONS:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides which comply with all of the following:
  - a. Individual tents having a maximum of 700 square feet.
  - b. The aggregate area of multiple tents placed side by side without a firebreak clearance of 12 feet (3,658 mm), not exceeding 700 square feet total.
  - c. A minimum clearance of 12 feet to all structures and other tents.
3. Funeral tents or curtains or extensions attached thereto when used for funeral services.

### C. CONSTRUCTION DOCUMENTS

1. A detailed site plan shall be provided with each application for approval indicating access, location on property, and parking.
2. A floor plan shall be included for tents or membrane structures with an occupant load of 50 or more. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating, and location and type of heating and electrical equipment.

### D. ACCESS, LOCATION AND PARKING

1. Fire access road shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet, 6 inches.
2. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies and other membrane structures, parked vehicles or internal combustion engines.
3. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.

#### EXCEPTIONS:

- a. Separation distance between membrane structures and tents not used for cooking is not required when the aggregate floor area does not exceed 15,000 square feet.
- b. Membrane structures or tents need not be separated from buildings when all of the following conditions are met (if this exception is used, note the following on the permit form):
  - 1) The aggregate floor area of membrane structure or tent shall not exceed 10,000 square feet.
  - 2) The aggregate floor area of the building and membrane structure or tent shall not exceed the allowable floor area, including increases, as indicated in the *International Building Code*.
  - 3) Required means of egress provisions are provided for both the building and membrane structure or tent, including travel distances.
  - 4) Fire apparatus roads are provided.

### E. STRUCTURAL STABILITY – Tents or membrane structures and their appurtenances shall be adequately designed and installed to withstand the elements of weather and prevent collapse.

### F. MEANS OF EGRESS

1. Exits shall be spaced at approximately equal intervals around structure and no point in structure more than 100 feet from exit (see the following chart for number required).
2. Exit openings from tents shall remain open unless covered by a flame-resistant curtain.
3. Means of egress shall be illuminated with a light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.



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OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH (inches) OF EACH MEANS OF EGRESS (x 25.4 for MM)	
		TENT	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
3,000 and over	7	120	96

### G. AISLES

1. Aisles shall be 44" minimum width.
2. The required width of exits, aisles, and passageways shall be maintained at all times to a public way.
3. The arrangement of the aisles is subject to approval by the fire code official.

### H. EXIT SIGNS

1. Exits shall be clearly marked.
2. Exit signs shall be installed at required exit doorways and as necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. The exit sign shall be an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner:
  - a. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or fewer; or
  - b. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the *ICC Electrical Code*.

### I. FLAME RESISTANT TREATMENT/STANDARDS

1. All materials shall be of flame-resistant material or shall be made fire resistant in an approved manner. Certification shall be submitted with site plan.
2. Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material.

### J. SMOKING/OPEN OR EXPOSED FLAME

1. Smoking is not allowed in any tent or membrane structure or adjacent area.
2. "No Smoking" signs will be conspicuously posted.
3. No open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall be permitted inside or located within 20 feet of the tent or membrane structure while open to the public unless approved by the fire code official.
4. Warming of food that uses solid flammables, butane, or other similar devices, which do not pose an ignition hazard, shall be approved.

### K. FIRE EXTINGUISHERS - Minimum 2A-10BC shall be provided with proper current service tag.

1. One required for 400-1,500 square feet.
2. Two required for 1,501-3,000 square feet.
3. One additional extinguisher for each additional 2,000 square feet or portion thereof.

### L. HEATING/COOKING EQUIPMENT - For guidance call 425-276-9580.