

**GALESBURG FIRE DEPARTMENT
TENT PERMIT APPLICATION**

To be completed and returned to: Galesburg Fire Department
Fire Prevention Bureau
150 S. Broad St.
Galesburg, IL 61401
(309) 345-3756

Pursuant to Chapter 24 of the 2006 International Fire Code:

- A permit is required for every enclosed tent in excess of 200 square feet.
- A permit is required for every canopy (open without sidewalls or drops on 75% or more of the perimeter) in excess of 400 square feet. Exception: No permit required for fabric canopies open on all sides (with no sidewalls or drops) a maximum of 700 square feet each, separated from each other and buildings by twelve (12) feet.
- Tents used exclusively for recreational camping purposes do not require a permit.

This form must be completed and submitted to the Galesburg Fire Department with a check for the permit fee (\$30) at least two (2) weeks prior to the tent being set up. Please call the Fire Department when the tent is set up is complete to schedule an inspection prior to the use or event. The inspector will visit the site and deliver the permit upon a successful inspection of the property.

Please call the number above with any questions. Additional code information is included with this form.

NOTE: If the tent below is to be used for commercial or sales purposes, contact the Galesburg City Clerk's office at 309-345-3610 to determine if other license(s) are required for your business or use.

Date of Application: _____ Date of Event or Start of Tent Use: _____

Type of Event or Use: _____

Type of Tent: Canopy Enclosed Tent Dimensions: _____ ft. wide by _____ ft. deep

Date Tent Will Be Set Up: _____ Date Tent Will Be Taken Down: _____

Location/Property Information:

Name: _____ Address: _____, Galesburg

Contact Person for Property: _____ Phone Number: _____

Event/Use Information:

Name of Event or Business Use: _____

Contact Person for Event/Use: _____ Phone Number: _____

Tent Information:

Tent Owner Name: _____ Address: _____

Contact Person: _____ Phone Number: _____

Type of tent shell fabric: Treated Canvas Plastic Other: _____

Trade name of tent: _____ Date fabric was last treated: _____

Name of person or firm treating the tent material: _____

Name of testing agency and test standard by which the fabric was tested: _____

FIRE CODE INFORMATION FOR TENTS

Galesburg Fire Department

150 South Broad St.

Galesburg, IL 61401

Phone: 309-345-3756

Fax: 309-343-1340

Requirements for tents and other membrane structures are taken from Chapter 24 of the International Fire Code adopted by City Ordinance. Copies of the code are available at the Galesburg City Clerk's Office and the Galesburg Fire Department.

The following are some of the main points of the code concerning tent structures:

1. Permit use period cannot exceed 180 days.
2. Inspections are required.
3. Fire apparatus access is required.
4. Tents are required to be twenty (20) feet from any building, other tents, lot lines, parking. This includes clearance for support ropes as part of the tent.
5. Tent shall be labeled stating size and material type.
6. Hay, straw, shavings or similar combustibles shall not be located within any tent.
7. The areas with and adjacent to the tent shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within twenty (20) feet of the tent.
8. "No Smoking" signs shall be posted.
9. No open flames shall be allowed inside tent.
10. Fire extinguishers are required.
11. A minimum of two (2) means of egress or more are required. When occupant load reaches 200, three (3) exits are required.
12. Exit signs required at occupant load of fifty (50) or more.
13. Emergency lights are required at occupant load of 300.
14. No flammable liquid fueled equipment shall be used in the tent.

Please call 345-3756 to arrange for inspection of your tent. The permit will be delivered after the tent is set up and has been inspected by the Fire Inspector.

Call 345-3756 with any questions.