

# City of Galesburg

Fire Department

Operating Under Council – Manager Government Since 1957

## Tent Permit Application

Organization's Information:

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

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Completed form must be submitted at least 2 weeks prior to event date.

## Event Information:

Event Name: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Tent set up date: \_\_\_\_\_ Take Down: \_\_\_\_\_

Type of Tent:  Canopy  Enclosed Tent Dimensions: \_\_\_\_\_ feet wide by \_\_\_\_\_ feet deep

Tent Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Tent shell fabric:  Treated Canvas  Plastic  Other: \_\_\_\_\_ Tent Brand: \_\_\_\_\_

Date fabric last treated: \_\_\_\_\_ Name of person/firm treating tent: \_\_\_\_\_

Name of testing agency and test standard by which fabric was tested: \_\_\_\_\_

Event Location: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City/St/Zip: Galesburg, Illinois 61401

Phone: \_\_\_\_\_



Signature of Organization's Official

Date

In order to be approved, your application MUST be submitted with:

Fee : \$35

Questions? Please contact:

Fire Marshal

P: 309.345.3757

E: [fireinsp@ci.galesburg.il.us](mailto:fireinsp@ci.galesburg.il.us)

Submit completed applications at least 2 weeks prior to event to:

City of Galesburg

Fire Prevention Bureau

150 South Broad Street

Galesburg, IL 61401

### For Office Use Only

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

This Application has been received and

Approved - Permit # \_\_\_\_\_

Denied

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Pursuant to Chapter 31 of the 2012 International Fire Code:

- A permit is required for every enclosed tent in excess of 400 square feet.
- A permit is required for every canopy (open without sidewalls or drops on 75 percent or more of the perimeter) in excess of 400 square feet. No permit is required for fabric canopies open on all sides with a maximum size of 700 sq ft.
- Tents used exclusively for recreational camping purposes do not require a permit.
- 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.
- Please call the Fire Marshal 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.

Requirements for tents and other membrane structures are taken from Chapter 31 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 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. Materials in all tents and membrane structures must be flame resistant or treated with a flame retardant in an approved manner. This applies to both fabric and plastic tent materials. Certification of flame resistance must be provided.
7. Hay, straw, shavings or similar combustibles shall not be located within any tent.
8. 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 20 feet of the tent.
9. "No Smoking" signs shall be posted.
10. No open flames shall be allowed inside tent.
11. Fire extinguishers are required.
12. A minimum of 2 means of egress or more are required. When occupant load reaches 200, 3 exits are required.
13. Exit signs required at occupant load of 50 or more.
14. Emergency lights are required at occupant load of 300.
15. No flammable liquid fueled equipment shall be used in the tent.