

# **FIRE-RELATED PERMIT APPLICATION** **Tents and Membrane structures -** **Temporary**



**CITY OF PORT ANGELES**  
 Attn: Building Permit Technician  
 321 E. Fifth St., Port Angeles, WA 98362  
 (360) 417-4817 fax (360) 417-4711  
[permits@cityofpa.us](mailto:permits@cityofpa.us)

**FIRE DEPARTMENT**  
 Attn: Fire Marshal  
 102 E. Fifth St., Port Angeles, WA 98362  
 (360) 417-4653 fax (360) 417-4659  
[msanders@cityofpa.us](mailto:msanders@cityofpa.us)

Project Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Project Business Name: \_\_\_\_\_

**For City Use Only**

Date Received: \_\_\_\_\_  
 Permit #: \_\_\_\_\_

Applicant _____	Phone _____
Property Owner _____	Phone _____
Property Owner's Address _____	
Contractor _____	Phone _____
Contractor's Address _____	
License # _____	Expires _____ E-mail _____

Briefly describe the project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Tents and Membrane Structures**

***Tents and membrane structures erected for less than 180 days shall comply with chapter 31 of the international fire code. Structures erected for greater than 180 days shall comply with the International Building code.***

Check all that apply:  
 Yes No Tent exceeds 400 sq. ft. – with walls  
 Yes No Tent exceeds 700 sq. ft. – without walls

If “No” to both questions, then no permit is required.

If “Yes” to either question, please complete and submit all items identified on the single use tent permit checklist along with this application



- Plan Submittal Requirements:**
- Electronically submit application and all plan documents to [permits@cityofpa.us](mailto:permits@cityofpa.us)
    - o Once reviewed and approved, Permit conditions will be listed on final permit document

I have read and completed this application and know it to be true and correct. I am authorized to apply for this permit and understand that it is my responsibility to determine what permits are required, and to obtain permits prior to working on projects.

Date \_\_\_\_\_ Print Name \_\_\_\_\_  
 Signature \_\_\_\_\_



## “Checklist” that is required for all Single Use Tent Permits

- Flame Spread Certification**
- Detailed site plans** - Include dimensions and separation distances to property lines and all other structures.
- Engineered Anchoring Plan** - All tents shall be secured and monitored during the event to resist wind speeds for our geographical location per adopted IBC codes. (130mph wind Category D / seismic design D-2 and Snow loads of 25 lbs. Actual load). Anchoring plans shall be stamped and completed by a licensed engineer.
- Detailed floor plans** - Include dimensions and location of all exits and exit pathways.

### **\*Tents with Occupant load greater than 50**

- Provide detailed floor plan indicating the means of egress facilities
  - Seating capacity
  - Arrangement of the seating and location
  - Type of heating and electrical equipment
  - Location and type of decorations/ combustible materials
- Location of portable Fire Extinguisher(s) shown on plans**
  - Successful completion of Event Manager Training with certification**
    - Note: Fire Marshal may require 1 trained event manager for every 250 people. Determination shall be made based upon submitted permit documents.  
  
Free crowd manager training can be obtained at:  
<https://www.firemarshals.org/Crowd-Manager-Training>

**YES / NO** - Is the tent walled?

**YES / NO** - Will there be cooking in the tent?

If YES - Show the appliance type and location, fuel type, and fuel container locations.

**YES / NO** - Will there be temporary power?

If YES - Show the location of the power unit, fuel type, and refueling area. Physical barrier protection may be required per code.

- Type of Seating (CHOOSE ONE):**

**YES / NO** – Fixed (bench) Seating?

If YES – Show the configuration plans.

**YES / NO** – Loose (chairs only)?

If YES – Show the configuration plans.

**YES / NO** – Tables and loose chairs?

If YES – Show the configuration plans.

**Note:** Interior decorations and furnishings shall comply with International Fire Code requirements. All tent structures are subject to final inspection and approval prior to Occupancy.

**I understand that all applicable codes apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Port Angeles and International Fire Code.**

APPLICANT PRINT NAME

PHONE

SIGNATURE

DATE

