



FIRE CONSTRUCTION PERMIT SUBMITTAL CHECKLIST

SERVING THE CITIES OF LAKE STEVENS, MONROE AND SULTAN

TEMPORARY MEMBRANE STRUCTURES AND TENTS

PROJECT INFORMATION	
Site address:	Associated Permits:
Project Name / Tenant:	Property Owner:

Electronic file standards

File naming standard: Electronic plans and documents shall be named as specified in bold type under “permitting requirements”. For example, the seating plan must be named “Seating Plan”.

Acceptable file types: Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

Document Orientation: All plans must be uploaded in “Landscape” format in the horizontal position. All other documents can be in “Portrait” format.

CODE EDITIONS

- 2021 Washington State Fire and Building Code, and as applicable - Lake Stevens Municipal Code 14.84, Monroe Municipal code 15.04.110, Mill Creek Municipal Code 15.04.120, Sultan Municipal Code 15.05.

PERMITTING REQUIREMENTS

A Fire Construction Permit is required to install or modify a **Temporary membrane structures and tents** required by Section 105.6.24 of the 2021 Washington State Fire Code and local code amendments. **The following information is required at time of application for the Fire Construction Permit.**

- Completed Fire Construction permit submittal application
- Completed "Temporary membrane structures & Tents submittal checklist"
- Plans – site and floor
- Certificate executed by an approved testing laboratory indicating:
 - Floor coverings, tents, membrane structures and their appurtenances, which include sidewalls, drops and tarpaulins, are composed of materials meeting the flame propagation performance Test Method 2 of NFPA 701.
 - Indicate that bunting and combustible decorative materials and effects are composed of material meeting the flame propagation performance criteria of Test Method 1 or Test Method 2 of NFPA 701, as applicable

OR alternatively,

- The materials shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of the applicable test method of NFPA 701.
- Affidavit or affirmation provided consisting of:
 - The identification of size and fabric or material
 - names and address of the manufacturers of the tent or air supported structure
 - A statement that the fabric or material meets the flame propagation testing and certification requirements
 - date the fabric was last treated with flame retardant solution
 - trade name or kind of chemical used for treatment
 - name of person or firm treating the material
 - name of testing agency and test standard by which the fabric was tested.
 - If untreated, a statement that no treatment was applied when the fabric or material met the requirements of the flame propagation testing and certification requirements
- Analysis and documentation of structural stability for tents and membrane structures with an occupant load of 50 or more

PLANS

The following is a list of information required on all plan submittals for review of a "Temporary membrane structures and tents" permit application. The plan shall be drawn to 1/8"=1'-0" minimum scale. The applicant is required to submit all of this information so an accurate and timely review may be done:

- This construction permit is for tents and membrane structures that exceed 400 ft².
- Temporary tents, air-supported, air-inflated or tensioned membrane structures are permitted to be erected for a period of less than 180 days in a 12-month period.
- Tents erected for more than 30 days are required to have regular inspections at regular intervals, not less than two times per permit use period. There shall be an inspection

Main office: 360-805-0338, Inspection request 360-805-0338 option 1,
 Email: FireMarshal@SRFR.org , Headquarters: 163 Village Court, Monroe, WA 98272

report consisting of maintenance, anchors and fabric inspections, to be furnished to the fire code official. 2018 WSFC 3103.7

- Tents/membrane structures more than one story tall OR greater than 7,500 ft² OR with an occupant load of more than 1000, shall be inspected by the building department. 2018 WSFC 3103.9
- Construction documents shall be prepared by a registered design professional and shall include:
 - A summary sheet showing the building code used, design criteria, loads and support reactions.
 - Detailed construction and installation drawings
 - Design calculations
 - Operating limits of the structure explicitly outlined by the registered design professional including the environmental conditions and physical forces
 - Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings
 - Means for adequate stability including specific requirements for guying and cross bracing, ground anchors or ballast for different ground conditions
- Designation of responsible party paperwork. The owner of the temporary special event structure shall designate in writing a person to have responsibility for the structure on the site.
 - Person shall have sufficient knowledge of the construction documents, manufacturer's recommendations and operations plan to make judgements regarding the structures safety and be the onsite liaison for the fire code official.
- Operations plan: The operations plan shall reflect manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the construction documents
- A site plan and floor plan for tents or membrane structures with an occupant load of 1-49 shall be provided and consist of:
 - Floor plan** requirements:
 - Seating arrangement and seating capacity
 - Location and type of heating, cooking, and electrical equipment
 - Location of LP-gas
 - Location of flammable and combustible liquids
 - Location of "No Smoking" signs
 - Location of portable fire extinguishers and their size and type
 - Location of exits, and size of exit, and if the exit is covered by a flame-resistant curtain, NOTE – a minimum of two exits required, a minimum of 72 inches wide for a tent, and 36 inches wide for a membrane structure
 - Show means of egress illumination

- Site plan** requirements:
 - Indicate the proposed tent or membrane structure location, and show locations of, and distances to:
 - Fire apparatus access roads
 - Parked vehicles or internal combustion engines
 - Lot lines, buildings, other tents or membrane structures
 - Guy wires and support ropes
 - Location of generators
 - Other tents / membrane structures
- A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided and consist of:
 - Floor plan** requirements:
 - Details of means of egress
 - Seating arrangement and seating capacity
 - Location and type of heating, cooking, and electrical equipment
 - Location of LP-gas
 - Location of flammable and combustible liquids
 - Location of "No Smoking" signs
 - Location of internally illuminated or externally illuminated exit signs
 - Location of portable fire extinguishers and their size and type
 - Show tent connected corridors to another tent, if applicable
 - Location of all exits, and size of exits, and if exit is covered by a flame-resistant curtain.
 - Show means of egress illumination
- Site plan** requirements:
 - Indicate the proposed tent or membrane structure location, and show locations of, and distances to:
 - Fire apparatus access roads
 - Parked vehicles or internal combustion engines
 - Lot lines, buildings, other tents or membrane structures
 - Guy wires and support ropes
 - Location of generators
 - Other tents / membrane structures