



City of Lake Stevens – Temporary Membrane Structures & Tents Permit Submittal Requirements

DEFINITIONS:

Air-Inflated Structure - A structure that uses air-pressurized membrane beams, arches or other elements to enclose space. Occupants of such a structure do not occupy the pressurized areas used to support the structure.

Air-Supported Structure - A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area.

Membrane Structures – 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.

Temporary Stage Canopy – A temporary ground supported membrane-covered frame structure used to cover stage areas and support equipment in the production of outdoor entertainment events.

The following permit submittal requirements have been established for the submittal of permit applications for temporary membrane structures and tents being erected within the City of Lake Stevens. Applications not conforming to these minimum requirements will be returned as incomplete.

These requirements apply to:

- ❖ Air-supported temporary membrane structures, a temporary stage canopy or a tent having an area in excess of 400 square feet and erected for less than 180 days.

The following are exempt:

1. Tents used exclusively for recreational camping purposes.
2. Funeral tents and curtains, or extensions attached thereto, when used for funeral services.
3. Tents and awnings open on all sides, which comply with all of the following:
 - a. Individual tents shall have a maximum size of 700 square feet (65 m²).
 - b. The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet not exceed 700 square feet total.
 - c. A minimum clearance of 12 feet to structures and other tents shall be maintained.

GENERAL REQUIREMENTS

1. **Standards.** New temporary membrane structures and tents shall be erected in accordance with the International Fire Code 2015 Edition Chapter 31.
2. **Fire Break.** An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and

membrane structures.

3. **Exits.** Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points are 100 feet or less from an exit. The number of exits and required width shall be no less than the requirements of table 3103.12.2 of the IFC.
4. **Aisles.** The width of aisles without fixed seating shall be in accordance with the following:
 - a. In areas serving employees only, the minimum aisle width shall be 24 inches.
 - b. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches.
5. **Exit signs.** Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress where the exit serves an occupant load of 50 or more. Exit signs shall be illuminated and meet the requirements of UL 924.
6. **Label and Certification.** Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to all of the following information relative to the flame propagation performance criteria of the fabric:
 - a. Names and address of the owners of the tent or air-supported structure.
 - b. Date the fabric was last treated with flame-retardant solution.
 - c. Trade name or kind of chemical used in treatment.
 - d. Name of person or firm treating the material.
 - e. Name of testing agency and test standard by which the fabric was tested.
7. **Smoking.** Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be conspicuously posted.
8. **Open or exposed flame.** 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 not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public.
9. **Clearance.** There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents located inside membrane structures.
10. **Portable fire extinguishers.** Portable fire extinguishers shall be provided so that one extinguisher is located within 75 feet of all portions of the tent or canopy. Extinguishers shall be mounted at no higher than 5 feet and they shall have a minimum rating of 2A:10BC.
11. **Location of LP-gas containers.** LP-gas containers shall be located outside. Required separation distance is as follows:
 - a. 500 gallons or less- 10 feet
 - b. Greater than 500 gallons- 25 feet
12. **Separation of generators.** Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.
13. **Crowd managers.** There shall be trained crowd managers or crowd manager/supervisors at a

ratio of one crowd manager/supervisor for every 250 occupants.

14. **Combustible vegetation and waste.** Combustible vegetation that could create a fire hazard shall be removed from the area occupied by a tent or membrane structure, and from areas within 30 feet of such structures.

SUBMITTAL REQUIREMENTS

1. Complete a City of Lake Stevens permit application.
2. Provide 2 copies of a site plan and floor plan with legend, and fabric flame propagation certification.
 - a. Site Plan Requirements (Distance to and location of):
 - i. Buildings
 - ii. Parking areas
 - iii. Property lines
 - iv. Other temporary membrane structures and tents
 - v. Cooking equipment and fuel tanks
 - vi. Generators
 - b. Interior Floor Plan Requirements (Dimensions and location of):
 - i. Exits
 - ii. Aisles
 - iii. Fire extinguishers
 - iv. Displays

PERMITTING AND INSPECTIONS

*The information contained in this permit submittal requirements document is not complete and is intended to provide an overview of fire code and applicable standards.

**Temporary membrane structures and tents cannot be occupied until inspected. Please contact Lake Stevens Fire Division of Community Risk Reduction to schedule permit inspections at (425) 212-3042.