

Tent or Canopy Fire Safety Permit

Instructions & Information

Anyone wishing to utilize a tent or canopy, which is greater than 900 square feet in area or more than 30 feet in any dimension, but less than 16,800 square feet in area, must obtain a Fire Safety Permit.

This packet is designed to provide applicants with the requirements of the Tent/Canopy Permit, as specified in the New Jersey Uniform Fire Code.

The Tent Permit Application, with the application fee of \$100.00, must be submitted to the Fire Marshal's a minimum of **7 days prior** to the use of the tent.

Definitions:

Tent: A structure, enclosure, or shelter, greater than 900 square feet in area or more than 30 lineal feet in any direction, constructed of fabric, and having walls on 25% or more of the lineal perimeter.

Canopy: Any structure, enclosure, or shelter, greater than 900 square feet in area or more than 30 lineal feet in any direction, constructed of fabric, having walls less than 25% of the lineal perimeter.

General Provisions for All Tents/Canopies:

- Cooking under an occupied tent/canopy is strictly **PROHIBITED** by N.J.A.C. 5:70-3, 2404.15.5.
- Tents/canopies where cooking is performed must be separated from other tents by a minimum of **20 feet**.
- Smoking is **PROHIBITED** in/under any tent or canopy by N.J.A.C. 5:70-3, 2404.6.
- Hay, straw, shavings, or similar combustible materials shall not be located within any tent or canopy.
- A minimum of one fire extinguisher is required, with a minimum rating of 2A-10B:C.
- Propane tanks/cylinders used for heating or cooking shall be kept outside the tent/canopy and secured to prevent damage and tipping. *

* A separate propane permit is required to be obtained.

Specific Provisions for Tents:

- Required to have a minimum of two (2) means of egress (i.e. curtains, doors, etc.), spaced at approximately equal intervals around the perimeter of the tent.
- Exit openings from tents shall remain open unless covered by a flame-resistant curtain or exit door.
- If equipped with exit doors, they shall swing in the direction of exit travel.
- If equipped with exit curtains, they shall be of a color, or colors, that contrasts with the color of the tent.
- EXIT signs shall be provided and shall be either of an approved self-luminous type or shall be internally illuminated. *
- Emergency egress lighting shall be provided. *

* - May require an electrical permit subject to the requirements of the NJ Uniform Construction Code.

The Tent/Canopy Permit application must be accompanied by the following:

- A site plan showing the location of the tent/canopy in relation to other nearby structures;
- A plan showing the location and dimensions of tables, any platforms or dance floors, cooking appliances (if any), and also indicating the number of persons anticipated at the event;
- If a tent is utilized with more than two (2) sides, the number, location, and type of exit (flap, door, etc.);
- If a tent is utilized with more than two (2) sides, the number and location of lighted EXIT signs and emergency lighting units;
- A "Certificate of Flame Resistance" provided by the tent/canopy supplier;
- A signed "Certificate of Installation" form (attached to Permit Application).
- "Certificate of Liability Insurance" from the property owner.
- Payment of Type I Permit Fee of \$100.00, made payable to "Princeton Fire Safety".

Occupancy Load:

- The occupancy load is calculated by dividing the total square footage of the tent by the appropriate square footage per person.
- The Fire Official shall calculate the occupancy load for the tent and issue an occupancy load sign which must be posted inside the tent.