


Marietta Fire Department

<p>Fire Marshal's Office</p> <div style="text-align: center;">  </div> <p>Plan Review</p>	<p>Temporary Tent Checklist¹</p> <p>Job Name: _____</p> <p>Address: _____ Bldg: _____ Suite: _____</p> <p>City: _____ Zip: _____</p> <p>Responsible Party: _____ Phone: _____</p> <p>Email: _____</p> <p>GENERAL BUILDING INFORMATION:</p> <p>Size of Tents²: _____ Number of Tents: _____</p> <p>Occupancy Type: _____ Occupant Load: _____</p> <p>Cooking <input type="checkbox"/> Y <input type="checkbox"/> N Sides <input type="checkbox"/> Y <input type="checkbox"/> N Generator <input type="checkbox"/> Y <input type="checkbox"/> N Fueled Equipment <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Open Flame <input type="checkbox"/> Y <input type="checkbox"/> N Propane Tanks <input type="checkbox"/> Y <input type="checkbox"/> N Stage <input type="checkbox"/> Y <input type="checkbox"/> N Stairs <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Zoning Approval³ <input type="checkbox"/> Y <input type="checkbox"/> N No Fire Department inspection required <input type="checkbox"/> ²</p>
<p>✓ = Pass, X = Fail, NA = Not applicable</p>	
<p>DRAWING SUBMITTAL REQUIREMENTS</p>	
<p>1) Provide plat/key plan: show tent location to buildings, property line, and parking areas</p>	
<p>2) Provide floor plan of tent: show exits, exit signs, emergency lighting, fire extinguishers, furnishings</p>	
<p>3) Indicate on the drawings whether sides will be provided or not</p>	
<p>4) Indicate the start and end date of the event</p>	
<p>FIRE DEPARTMENT ACCESS AND LOCATION</p>	
<p>5) Fire Department access: roads to be provided; tents shall not obstruct fire department access</p>	
<p>6) Location of tents: 20 feet minimum from lot lines, buildings, parked vehicles, fueled equipment</p>	
<p>MEANS OF EGRESS</p>	
<p>7) Number and width of exits to comply with the Life Safety Code: occupancy specific</p>	
<p>8) Exits shall remain open except where covered by a flame-resistant curtain</p>	
<p>9) Curtains to be free sliding on metal support and must be of a color that contrast with the tent</p>	
<p>10) Exit signs: to be provided where the occupant load exceeds 50 persons</p>	
<p>11) Emergency lighting: to be provided where required for the specific occupancy type</p>	
<p>GENERAL REQUIREMENTS</p>	
<p>12) Fire retardant certificate required for each tent, must match the specific tent including sides</p>	
<p>13) Combustible material such as straw or hay is not permitted within 20ft of the tent</p>	
<p>14) Smoking not permitted under tents; NO SMOKING signs to be posted</p>	
<p>15) Provide a minimum of one 2A:10B:C fire extinguisher</p>	
<p>16) Cooking is not permitted in or within 10 feet of tents except where permitted by the International Fire Code</p>	
<p>17) Generators and fueled equipment: must be 20 feet away from tents be separated from the public</p>	
<p>18) Propane tanks: must be 10 feet from tents; secured; protected from vehicles</p>	

¹ The above is not an all-inclusive list; all applicable fire and life safety provisions must be met.

² No Fire Department inspection required for tents less than 200 sq. ft. or canopies less than 700 sq. ft. (no sides)

³ Tents in Marietta must be approved by Zoning prior to the Fire Marshal's approval

Notes: _____

Reviewer: _____ Date: _____