

# Marietta Fire Department

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

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

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

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

Notes: \_\_\_\_\_  
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Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_