



NEPTUNE FIRE PREVENTION BUREAU



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Tent and Canopy Fire Safety Permit Guidelines

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

A fire safety permit is required for tents, tensioned membrane structures, and canopies that meet all the criteria:

- The tent, tensioned membrane structure, or canopy is 140 feet or less in any dimension and 16,800 square feet or less in area whether it is one unit or is composed of multiple units;
- The tent, tensioned membrane structure, or canopy remains in place or will remain in place for fewer than 180 days;
- The tent, tensioned membrane structure, or canopy is used or occupied only between April 1 and November 30;
- The tent, tensioned membrane structure, or canopy does not have a permanent anchoring system or foundation;
- The tent, tensioned membrane structure, or canopy does not contain platforms or bleachers greater than 11 feet in height.

A permit from the Construction Department shall be required for tents, tensioned membrane structures and canopies outside any of the criteria above and for any electrical equipment, electrical wiring or mechanical equipment that would otherwise require a permit.

Definitions:

Tent: A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects, with sidewalls or drops on more than 25 percent of the perimeter.

Canopy: A structure or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity or decoration, and may be structurally independent or supported by attachment to a building on one end and by not less than one stanchion on the outer end.

Membrane Structure: An air-inflated, air-supported, cable or frame-covered structure not otherwise defined as a canopy

Fire Safety Permit applications shall be submitted to the Fire Bureau no less than 2 weeks prior to the intended use date of the tent to allow for application review and schedule of a tent permit inspection.

The Tent Permit Application must include the following:

- Application fee of \$54.00 (May be paid in cash, check or money order payable to "Neptune Fire Prevention Bureau".)
- A site plan showing the location of the tent/canopy in relation to the property lines and other nearby structures
- A floor plan showing the set up under the tent/canopy including the location and dimensions of tables and dance floors.





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General Provisions for All Tents/Canopies:

- Tents/canopies shall be constructed of fire-retardant materials or be properly treated as per NFPA 701.
 - For vinyl tents, a certificate of flame resistance from the manufacturer indicating that the fabric meets the criteria of NFPA 701 shall be accepted.
 - Membrane tents shall have a permanently affixed label bearing the identification of the size and fabric or material type.
 - *An affidavit attesting to tent owner's name address, date fabric was treated, name of chemical used for treatment, person/firm treating the material and testing agency & test standard by which the fabric was tested shall accompany the permit application.*
- Tents shall not be located within 5 feet of lot lines, buildings, other tents, parked vehicles, or other internal combustion engines. (N.J.A.C. 5:70-3, 3103.8)
- Cooking under an occupied tent/canopy is strictly PROHIBITED. (N.J.A.C. 5:70-3, 3104.15.5)
- Tents/canopies where cooking is performed must be separated from other tents by a minimum of 20 feet. (N.J.A.C. 5:70-3, 3104.15.5)
- Smoking is prohibited in/under any tent or canopy. Signs shall be posted. (N.J.A.C. 5:70-3, 3104.6)
- Hay, straw, shavings, or similar combustible materials shall not be located within any tent or canopy. (N.J.A.C. 5:70-3, 3104.5)
- A minimum of one fire extinguisher is required per tent, with a minimum rating of 2A-10B:C. Additional extinguishers are required for each additional 3000 square feet and 75 feet of travel distance. (N.J.A.C. 5:70-3, 906.2)
- Generators and other internal combustion power sources shall be separated from each tent or canopy by no less than 20 feet. (N.J.A.C. 5:70-3, 3104.17)
- Propane tanks/cylinders used for heating or cooking shall be kept outside the tent/canopy (N.J.A.C. 5:70-3, 3104.16.2) and secured to prevent damage and tipping (N.J.A.C. 5:70-3, 3104.16.3). *A separate fire safety 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.) of 72 inches in width for a tent and 36 inches in width in a membrane structure, spaced at approximately equal intervals around the perimeter of the tent. (N.J.A.C. 5:70-3, 3103.12)
- A 44-inch minimum aisle shall be provided from seating areas to exits. (If area serves more than 50 occupants, increase width by 1 foot per additional 50 occupants.) (N.J.A.C. 5:70-3, 3103.12.5)
- Exit openings from tents shall remain open unless covered by a flame-resistant curtain or exit door. (N.J.A.C. 5:70-3, 3103.12.3)
- If equipped with exit curtains, they shall be of a color, or colors, that contrasts with the color of the tent. (N.J.A.C. 5:70-3, 3103.12.3)
- If equipped with exit doors, they shall swing in the direction of exit travel. (N.J.A.C. 5:70-3, 3103.12.4)
- EXIT signs shall be provided and shall be either of an approved self-luminous type or shall be internally illuminated. (N.J.A.C. 5:70-3, 3103.12.6)
- Emergency Egress Lighting shall be provided. (N.J.A.C. 5:70-3, 3103.12.7) *May require a UCC electrical permit from the Construction Department.*

