



City of Urbandale
3600 86th Street
Urbandale, IA 50322-4057

Permit No. _____

Building Department (515) 278-3930
Fax No. (515) 278-3927

Tent Permit Supplemental Sheet

- Address: _____
- Submit a completed Building Permit Application.
- Provide a written description of all aspects of the proposed use: _____

- Submit a site plan, showing where on the property the proposed tent(s) will be located, with measurements to property lines and/or nearby buildings.
- If the tent is in a parking lot, how many parking stalls will be used for the tent(s). _____
- Submit a Certificate of Flame Resistance (from tent manufacturer)
- Is the tent Open-sided or Close-sided? _____
- What size is the tent? (Length by Width) _____
- For tents larger than 400 SF, indicate the location of fire extinguishers and exit signs, both of which are required.
- Dates of tent display
Date Tent is to be erected: _____
Date Tent is to be taken down: _____
Total days tent will be up. _____
- Provide evidence of approval for: sales of liquor, sales of cigarettes, noise, transient merchants etc. (as applicable)
- Provide the name and title of the company representative who will be signing the HOLD HARMLESS agreement (prepared by the Community Development Department). Once the agreement is prepared, the signature on the Hold Harmless agreement will need to be notarized.
Name _____ Title _____
Phone Number _____ Company/Organization _____
- NOTE: If the Hold Harmless Agreement is not signed by the owner of the property on which the use is to occur, the owner must provide separate written consent for the temporary use.**
- Permit Fee is \$30.00 per tent.

Required Inspections

1. When the tent is erected and before being used.
2. After tent has been taken down.

Urbandale Fire Department

Tent, Canopy, and Membrane Structure Requirements

The Urbandale Fire Department has established the following requirements for the use of any **TENT, CANOPY, OR MEMBRANE STRUCTURE** having an area greater than 200 square feet for any tent, and greater than 400 square feet for any canopy or membrane structure. Exception: tents used exclusively for camping.

1. A site plan is required to be submitted with the permit application a minimum of 5 working days prior to the date of the event. The site plan will need to be legible showing the location of the tent, in feet, from other structures, access roads, streets, vehicle parking, and property lines. The interior plan layout shall indicate tables, stages, etc.
2. A certificate of flame-retardant treatment is to be provided with the application for each structure being permitted.
3. Fire extinguishers shall be 10-pound ABC and are to be provided in each tent or canopy by the exits.
4. An occupant load sign shall be established for the tent based upon 1 person for every 15 square feet when tables and chairs are used, one person for every 7 square feet when only chairs are used and one person for every 5 square feet for standing room. Only the usable floor space needs to be calculated when determining the occupant load. The sign shall be posted by the main entrance.
5. Exits shall be spaced at approximately equal intervals around the perimeter of the tent so that no point within the tent is more than 100 feet from an exit. The numbers of exits is dependant upon the occupant load. Exit openings from tents shall remain open unless covered by a flame-resistant curtain and shall be of a color, or colors, which contrasts with the color of the tent.
6. Self-luminous, internally or externally illuminated exit signs are required when the occupant load exceeds 50 persons.
7. Emergency lights shall be placed in any tent when the occupant load exceeds 50.
8. Smoking is prohibited in any tent, canopy or membrane structure. "No Smoking" signs are required to be posted in conspicuous locations.
9. Tents, canopies and membrane structures shall not be located within 20 feet of property lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.

NOTE: This is just a highlight of the fire code regulations. There are some exceptions to these regulations. This list is not an all-inclusive list. Source: International Fire Code, 2006 Edition. If you have any questions, please contact the Urbandale Fire Department at 515-278-3970.