



Portland Fire & Rescue
Fire Marshal's Office
 1300 SE Gideon Street
 Portland, OR 97202-2419
 Phone: 503.823.3712 Fax: 503.823.3925



APPLICATION & REQUIREMENTS
USE OF OUTDOOR TENTS/MEMBRANE STRUCTURES

Violation of these requirements may result in a citation at the time of inspection.

A tent/membrane structure is a temporary structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

PERMIT APPLICATION:

- A **permit** from the Fire Marshal's Office is required for an outdoor tent/membrane structure that exceeds 700 square feet in area.
- A tent/membrane structure shall be used for a period of not more than 180 days within a 12-month period on a single premise.
- Permits must be submitted no later than 21 days before the use date. Any permit request received less than 21 days prior to the use date may be subject to a **double fee**.
- Tent permit fees when there is no public assembly/special event permit required:
4 days or less: \$200
5 days to 6 months: \$300

Make check payable to "Portland City Treasurer". Either bring or send packet including plans, paperwork and payment to: **PERMITS** - Portland Fire & Rescue, 1300 SE Gideon Street, Portland OR 97202-2419.

Note: A public assembly/special event that includes a tent requires a **Public Assemblies** permit. A public assembly/special event is defined as a gathering of 50 or more people (including event staff) for civic, social, recreational or religious functions; that is confined by fences, walls, tents or similar structures. Fees will be calculated according to the Public Assemblies, Assembly Occupancy, fee schedule. All tent requirements will still be applicable under a public assembly permit.

APPLICATION INFORMATION

Business Name: _____
 Address / Tent Location: _____
 Description of Use: _____
 Square Footage: _____ Number and Width of Exits: _____
 Dates of Use: _____ to _____ Times of Use: _____ to _____
 Applicant: _____ Phone: _____ Alt. Phone: _____
 Email: _____ Fax: _____

FIRE BUREAU USE ONLY

Permit # _____ Permit Fee: \$ _____ Date Rec'd _____ Cash / Check # _____
 Receipt # _____ Rec'd From _____ PFI # _____ Bldg. Key #: _____
 Inspector's Notes: _____
 Inspector's Initials: _____ Date: _____ Codes: _____
 Occupant Load: _____

ADDITIONAL REQUIREMENTS OUTDOOR TENTS/MEMBRANE STRUCTURES

1. FLOOR PLANS:

A detailed floor plan of the tent must be submitted with the permit application and must show:

- Length and width of tent.
- Any structures close to the outside of the tent (fencing, walls, buildings, trailers, etc.).
- The set-up inside the tent (tables, chairs, vehicles, etc.).
- Table spacing and aisle widths.
- Location of all exits.

2. BEFORE THE TENT CAN BE OCCUPIED:

- Provide documentation that the structure is flame-retardant.
- Provide and maintain one 2-A: 10-BC fire extinguisher by each exit shown on the approved floor plan.
- Fire extinguishers must be mounted in a visible location, no higher than 5' off the floor.
- There should be a **maximum** travel distance of 100' for a person to reach an exit.
- Tent must be placed at least 20' from any combustible building wall.
- Centered above **each** marked exit there **must** be an electrically powered, battery back-up, exit sign with two emergency lights.

NOTE: Exit signs should be plugged in to charge the batteries a few hours before use.

3. EXIT OPENINGS:

- There must be a minimum of two exits each with a width of 72" and a height of 80". Larger tents that have a higher calculated occupancy will require additional exits.
 - 200 - 499 peoplethree exits with a width of 72" each
 - 500 - 999 peoplefour exits with a width of 96" each
 - 1,000 - 1,999 people.....five exits with a width of 120" each
- Exits must remain open during business hours unless covered by a flame-resistant curtain which:
 - Is free-sliding on a metal support and a minimum of 80" above the floor level at the exit.
 - Is installed so that, when open, no part of the curtain shall obstruct the exit.
 - Is a color, or colors, that contrast with the color of the tent.
 - Is not tied or fastened closed during hours of use.
- Guy wires/ropes and other support members must not cross any entrance or exit at a height lower than 8'.

4. WHEN APPROVED:

- No parking of vehicles is allowed within 20' of the tent.
- No smoking is allowed inside the tent and approved "No Smoking" signs shall be conspicuously posted.
- No propane, flammable or combustible liquids or gases are allowed in the tent.
- Portable space heaters of any type are not to be used, **unless** approved through the permit review process, **and** after an onsite inspection by the Fire Marshal's Office.
- Open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices **shall not be permitted** inside or located within 20' of the tent/membrane structure while open to the public unless approved by the Fire Marshal's Office.
- Propane bottles must be placed outside the tent, at least 10' from any approved exit, and secured to prevent being knocked over.
- A propane heating unit may be placed outside the tent and ducted to the inside of the tent, but must be placed next to the sidewall, where the propane bottle supplying it is located.
- Any vehicles displayed inside a tent must comply with the same permit requirements as for displaying vehicles inside a building.
- The floor surface inside tent/membrane structures and the grounds outside within a 30' perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.