



# SHAKER HEIGHTS

## Tents and Canopies Permit Requirements/Checklist

\*This checklist serves as a general safety guideline for the applicable permit. Permit holders are responsible for adhering to all sections of the Shaker Heights Fire Prevention Code and the Ohio Fire Code pertaining to the conditions for issuance of this permit. Failure to do so is cause for the permit to be revoked and fines and/or penalties to be imposed.

### General Requirements:

- **Permit:** A permit is required for tents, membrane structures and temporary stage canopies of 400 square feet and larger (OFC 3103.2).  
Exceptions: (1) Tents for camping. (2) Tents open on all sides that are no larger than 700 square feet; multiple tents placed side by side with the aggregate area being a maximum of 700 square feet and a minimum clearance of 12 feet to all structures and other tents.
- **Flame Resistance:** All components of tents shall meet NFPA 701 including decorative materials (OFC 3104.2).
- **Labels and Certifications:** Tents shall have a label permanently affixed identifying size and fabric or material type. Certification documentation shall be submitted and a copy retained on the site indicating the name and address of the owner of the tent, date of last treatment of flame retardant and type of chemical used, name of the person or firm that treated the tent, the name of the testing agency and the test standard used (OFC 3104.3, OFC 3104.4).
- **Plans:** For tents with occupant loads of 50 or more, detailed site and floor plans shall be submitted with the permit application that include the means of egress, arrangement of seating and seating capacity, location and type of heating and electrical equipment (OFC 3103.6).
- **Location:** Tents (including guy wires & ropes) shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles or internal combustion engines including generators. [See OFC](#) for exceptions. [See OFC](#) for distance requirements for tents over 10000 square feet (OFC 3103.8.2, 3104.19).
- **Anchoring:** Tents shall be adequately anchored to withstand weather and prevent collapsing (OFC 3103.9).
- **Combustible Materials** shall not be located within any tent containing an assembly occupancy. Sawdust & shavings can be used if kept damp. Combustible vegetation shall be kept at least 30 feet away from a tent (OFC 3104.5, 3104.21).
- **Smoking:** There shall be no smoking within tents and approved "No Smoking" signs shall be conspicuously posted (OFC 3104.6).

- **Means of Egress:** If tents are not open on all sides:
  - Exits: Shall be spaced around the perimeter so that all points are 100 feet or less from an exit (OFC 3103.12.1).
  - Number of exits: Per OFC 3103.12.2.
  - Covering of exit openings: Per OFC 103.12.3
  - Doors: If used shall comply with OFC 3103.12.4
  - Aisle Widths: Shall comply with OFC 3103.12.5
  - Exit Signs: Illuminated exit signs with emergency backup are required for occupant loads of 50 or more (OFC 3103.12.6).
  - Emergency Lighting: Required (OFC 3103.12.7).
- **Open and Exposed Flame:** Open flames or devices emitting flame, fire or heat or any charcoal or other cooking devices are not permitted inside or within 20 feet of a tent open to public access. Exceptions are designated "cooking tents" that have been pre-approved by the Fire Prevention Bureau where public access is not permitted, only vendor personnel. See "Cooking Tent" requirements (OFC 3104.7).
- **Fire Extinguishers:** Minimum sized 2A20BC extinguishers shall be mounted in exit pathways at 75 feet travel distances. There are additional requirements for "Cooking Tents". Fire extinguishers shall have current inspection tags (OFC 3104.12).
- **Heating of Tents:**
  - Heat emitting equipment and devices not listed for this use shall be located at least 20 feet from a tent (OFC 3104.7).
  - Heating equipment shall be installed as specified in the OFC, Mechanical Code, International Fuel Gas Code, Building Code and National Electric Code (OFC 3104.15, 3104.16).
- **Flammable and Combustible Liquids:**
  - Flammable liquid fueled equipment shall not be used in tents (OFC 3104.17.1).
  - Flammable & combustible liquids shall be kept a minimum of 50 feet from tents (OFC 3104.17.2).
  - Refueling shall be performed at least 20 feet from tents (OFC 3104.17.3).
  - Motor vehicle displays in tents shall comply with OFC 3104.18.

OFC – Ohio Fire Code