



# Checklist & Guidelines for Temporary Tents, Canopies and Heating Sources - Outdoor Business Operations

Due to COVID-19 Restrictions

We would like to aid your business by providing a checklist and guidelines for your temporary tent/canopy and its heating source to ensure safety, enjoyment, and compliance with the Kenmore Codes (KMC) and International Fire Codes (IFC).

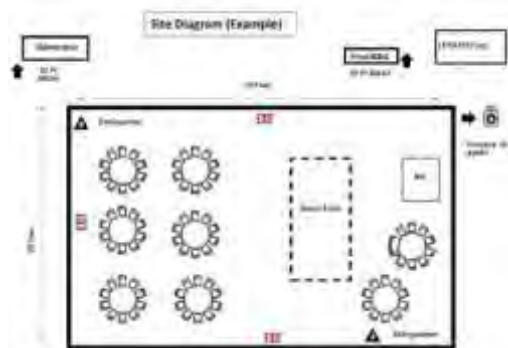
## Temporary Tent Permitting Checklist:

All tents/canopies require a *Special Events Permit* with the City of Kenmore and all tents/canopies larger than 400 sqft\* require an *Operational Permit* with Northshore Fire Department. You only need to apply one time for both permits through [www.mybuildingpermit.com](http://www.mybuildingpermit.com) by selecting 1. Special Use; 2. Any Project Type; 3. Special Event. Include the following information:

### Site Plan Diagram & Details

- Provide a detailed scale drawing of tent dimensions, location of tent(s), egress, interior layout of tables & chairs, size of exits, location of fire extinguishers, proposed occupant load and distances from structures & traffic.

EXAMPLE SITE PLAN:



EXAMPLE CERTIFICATION LABELS:



### Certification

- Tents must have a flame spread label or stamp

### Documentation

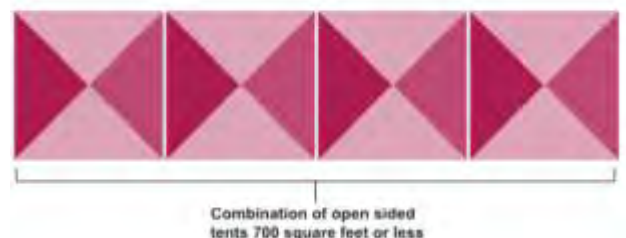
- Provide a [Form 101](#) to the City of Kenmore which can also be located at [www.kenmorewa.gov](http://www.kenmorewa.gov).
- Provide documentation of property owner's permission for use outside of tenant agreement.
- Heating Plan showing the location of the heating system under the tent (See Guidelines on Page 2).
- Manufacturer's information specific to anchorage and flammability of the tent material.

### Permit Quick Sheet

*TENT SIZE & WALLS	COK	NSF
≤ 400 sqft with 1-4 walls	✓	
≥ 400 sqft with 1-4 walls	✓	✓
700 sqft w/o walls	✓	✓
≥ 700 sqft w/o walls	✓	✓
12' of space between tents-treat each tent size or group as singular entity		



EXAMPLES OF TENT SIZE & WALLS	COK	NSF
(3) 10x20 tents w/walls each spaced more than 12 ft apart	✓	
(1) 10x20 tent w/ walls, spaced 12 ft apart from (6) 10x10 tents grouped together w/o walls	✓	
(2) 10x20 tents w/ walls, spaced 8 ft from (4) 10x10 tents	✓	✓
(3) 10x20 tents w/o walls in a row	✓	
(3) 10x20 tents w/ only (1) tent that has 1-4 walls grouped together	✓	✓



# Guidelines for Tents & Heating Sources:

## SAFETY AND STABILITY FOR ALL TENTS

- All tents must meet approved flame propagation test method NFPA 701 (CPAI 84 alone does not meet the standard)
- Gates & barriers do not obstruct exits from tent
- Tents are separated from vehicle traffic (physical barriers when required)
- No smoking allowed under the tent
- No flammable liquids or compressed gasses within 10 ft of the tent
- Tent legs must be secured per manufactures recommendation to withstand a minimum 35 mph sustained wind. This may be estimated by doubling the sqft of the tent and then evenly distributing that weight across tent legs.

**EXAMPLE:** 400 sqft tent would require 800 lbs of weight distributed across 8 legs = 100 lbs per leg

**OCCUPANCY WILL NOT BE ALLOWED IF 25 MPH SUSTAINED WIND IS REACHED OR DURING A SNOW EVENT**

## ADDITIONAL SAFETY AND STABILITY FOR TENTS OVER 400 SQFT\*

- Fire extinguisher (minimum rating of 2A:10B:C must be mounted inside the tent)
- 2 exits (one can be through the building, but the other cannot be locked or prevent exiting during hours of operation)
- Exits are clearly labeled and posted. Adequate lighting is in place to maintain a visible path
- No smoking signs and occupant load must be posted
- Tents must be appropriately braced (manufacturers specs)

## OPEN FLAME HEATING NOT ALLOWED

- Portable outdoor gas-fired appliances are prohibited inside tents/canopies
- Open flame devices emitting flame, fire, or heat (eg. candles, propane heater, kerosene heaters, fire pits, cooking devices etc.) are not allowed inside or within 20 ft of tents/canopies



## PORTABLE SPACE HEATERS

- Electric, infrared or forced air heaters can be used.
  - Forced air heaters using LPG are allowed but should be set up outside of the tent with appropriate ducting to push warm air inside. LPG tanks must be secured at least 10 ft from a structure or tent.
- All heaters must be approved for outdoor use and follow the manufacture's instructions
- Should not be operated within 3 ft of any combustible materials
- Portable heaters must have an automatic switch that shuts the unit off if it tips over
- Heating equipment cannot obstruct exiting routes
- Extension cords can be used only if the cords are plugged into an approved receptacle rated for outdoor use, have a diameter larger than the cord of the heater and are not daisy chained



*This type of portable heater is the safest and most efficient type of heater for large tents.*

## OTHER CONSIDERATIONS

- When purchasing an appropriate tent and heating device, look to the manufacture's specs to make sure they are not only to be used for indoor, emergency use – but use for continual public assembly.
- Check with the Liquor & Cannabis Board and the Department of Health for their approval.

***Private residents are not required to have a permit. It is the responsibility of the contractor to ensure that conditions are in accordance with State and Local fire regulations. If you have any questions or need additional clarifications, please contact the City of Kenmore at (425) 398-8900 or Northshore Fire Department (425) 354-1780.***