



TEMPORARY MEMBRANE STRUCTURE, TENT AND CANOPY REQUIREMENTS

Glenwood Springs Fire Department
101 West 8th Street
Glenwood Springs, CO 81601
(970) 384-6480 FAX: (970) 945-8506



Event Name: _____

Site Address: _____

Event Sponsor: _____

Address of Sponsor: _____

Contact: _____ Phone Number: _____

Date(s) of Event: _____ Hours of Operation: _____ A.M. _____ P.M.

Tent Contractor: _____ Emergency Contact Phone Number: _____

Set-Up Date: _____ Removal Date: _____

Copies of Certificate of Flame Resistance for Each Tent (*submit*) **Permit Fee \$75** Includes one site inspection.

Site Plan (*submit*) For tents over 200 ft², and canopies over 400 ft².

Area and Number of Tent(s) _____

Occupant Load of Each Tent _____

Use of Each Tent _____

This application form must be accompanied by two drawings. One must be a site plan that shows the area(s) tents will be erected showing setback from property lines, other structures, parked vehicles or internal combustion engines. The other drawing will be a floor plan of each and every tent or canopy. Details should include the scale, a symbol schedule and details of any heating or electrical equipment, method of anchoring as well as egress and exit lighting where appropriate.

This plan review is for general compliance with the requirements of the 2015 International Fire Code. The applicant is responsible for informing the Glenwood Springs Fire Department of all circumstances that will exist. The applicant is responsible for meeting all requirements of this code before final approval is granted by the Glenwood Springs Fire Department. The Glenwood Springs Fire Department's approval of drawings, designs, plans, and specifications shall not in any way relieve the applicant of the responsibility for compliance to the 2015 International Fire Code.

This review does not include an evaluation of structural stability. Extreme weather conditions can create problems for tents and canopies. Structural stability of any tent or canvas is the responsibility of the tent installer.

The Glenwood Springs Fire Department requires 24 hours prior notifications for inspections. To request an inspection please phone 970-384-6433. All inspections must be scheduled and completed between 8:00 a.m. and 5:00 p.m. on regularly scheduled Glenwood Springs Fire Department workdays (Monday – Friday except holidays). Inspections outside these hours may be charged an overtime inspection fee of \$75.00 an hour (minimum 2-hours) by the Glenwood Springs Fire Department.

PORTABLE FIRE EXTINGUISHERS. Portable fire extinguishers shall be provided in accordance with Section 906 of the 2015 International Fire Code. Locations to be determined by the Glenwood Springs Fire Department after structure erection but before occupancy.

SOURCES OF IGNITION. Smoking shall not be permitted in structures or in adjacent areas where hay, straw, sawdust or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.

Fireworks, open flames and devices capable of igniting combustible materials shall not be used in or adjacent to structures, unless otherwise approved

OTHER REQUIREMENTS. Cooking and heating, flammable and combustible liquids, display of motor vehicles, generators, standby personnel and housekeeping shall comply with Section 3104 of the 2015 International Fire Code as applicable

SPECIAL CONDITIONS: _____

Applicant's Signature: _____ Date: _____

The above stated project has been inspected and accepted by the Glenwood Springs Fire Department

Inspector's Signature: _____ Date: _____