



## **TENT AND CANOPY POLICY**

A number of City departments are involved in the logistics necessary to produce a safe and successful event. In addition, the City requires permits and approvals before an event may take place.

**Note:** In addition to this policy, compliance is required with all other state and local statutes, ordinances, and regulations.

### **Step One: Tent and Canopy Permit Application**

Complete and return the City of Tybee Island Tent and Canopy Permit Application to the Planning and Zoning Department at least forty-five (45) days prior to a one (1) day event and sixty (60) days prior to a multiple day event [but not more than six (6) months before the event]. The Planning and Zoning Manager will contact the applicant upon receipt of the application and thereafter will serve as the primary point of contact for the processing of the permit. *Please keep in mind that acceptance of the application should in no way be construed as approval or confirmation of the request.* Throughout the review process, applicant will be notified if the event requires any additional information, permits, licenses, or certificates. During the initial application reviewing process, time will be allowed to provide any pending documents (e.g. certificate of insurance, secondary permits, etc.). These items must be received before step two will begin.

### **Step Two: Tent and Canopy Permit Application Review**

The Planning and Zoning Manager will distribute the Tent and Canopy application and support documents to all City departments affected by the event to include Police, Fire Department, Engineering, Public Works, and any other department/agency that may be affected. Each department or agency will review the application packet only if all forms are completed and all necessary information and supporting documents are included. There will be no exceptions.

### **Step Three: Tent and Canopy Permit Application Approval/Denial Notification**

The Planning and Zoning Manager shall normally act upon the Tent and Canopy Permit Application required by this policy within three weeks (15 business days) of all requirements being fulfilled, notifying the applicant of the decision. If the application is denied, the reason(s) shall be set forth in writing.

## City of Tybee Island Tent and Canopy Policy

### **Enforcement/Revocation of an Event Permit (prior to event occurrence):**

A Tent and Canopy Permit may be revoked at the discretion of the Planning and Zoning Department upon consultation with the appropriate public safety officials when the health or safety of the public is threatened by an emergency, disorder, or other unforeseen conditions arise.

### **Enforcement/Revocation of an Event Permit (during event occurrence):**

A Tent and Canopy Permit may be revoked during an event. If a permit is revoked, use of the tent must be terminated immediately. The Planning and Zoning Manager has the responsibility to revoke a permit for reasons of health, inclement weather, or public safety. This will be determined by the Planning and Zoning Manager after consultation with the senior safety officer on-site and/or with the City Manager.

### **Americans with Disabilities Act**

All events are required to comply with all City, State, and Federal Disability Requirements. The event must have reasonable modifications to the programs, services, and activities of the event to insure accessibility to all individuals with disabilities. This includes access via walk boards to all vendors, sponsors, and viewing areas. The following are resources available to assist with questions regarding required ADA modifications: ADA Title III Technical Assistance Manual <http://www.ada.gov/taman3.html> and The US Department of Justice ADA Information Line [www.ada.gov/infoline](http://www.ada.gov/infoline)

### **Permit Fees**

- Minimum tent size needing a permit is 120 square feet and larger.
- Permit Fees are outlined below and due when a permit is issued:
  - \$100 permit fee per tent 120 square feet and larger. **Note:** For heat/flame producing tents, the permit fee is \$100 **for any size**.
  - Fee for electrical installation is \$40.00 for the first \$1,000.00 value plus \$5.00 per \$1,000.00 value thereafter.
  - A state licensed contractor is required for all electrical installations. Contractor must be registered with the City of Tybee Island.
- Designated city official or fire marshal is authorized to use **STOP WORK ORDERS** if they find an unpermitted tent(s) or related work requiring a permit. The penalties assessed for tents not previously permitted are double the permit fees plus \$250.

### **Tent Fabric**

- Any tent, regardless of size, must be of flame-resistant material or treated with flame retardant in compliance with NFPA 701.
- Tents larger than 10 x 12 shall have a flame retardant certificate submitted with the application for permit. Tents 10 x 12 or smaller do not require a Flame Retardant Certificate (if not a cooking tent). Valid Certificate of Flame Resistance must be provided including date of last treatment, name of chemical used in treatment, name of firm or individual treating fabric and testing agency and standard used. This certification is available from the tent provider upon request.

### **Insurance/Liability**

- Event organizers will be responsible for any and all damages caused by their organization, volunteers, employees, participants, and spectators. In order to protect the City against financial loss arising from any incidents or accidents that may occur, the hosting organization or permit holder, is required to provide proof of a comprehensive general liability insurance policy for bodily injury and property damage arising for the event.
- The tent provider/installer must have the proper Liability insurance on file with Planning and Zoning prior to issuance of the permit.
- Event organizer shall provide a Hold Harmless Agreement to the City of Tybee Island.

## City of Tybee Island Tent and Canopy Policy

### **Anchors**

- Tents and canopies shall be properly anchored to withstand weather and prevent collapse or rollover.
- Tents erected in south end parking lots must be secured by barrels of water or buckets of sand or other approved means.
- Stakes may not be driven into paved parking lots or other paved areas including the roundabout.
- If using materials weighted by water to secure tenting, it is unlawful to release any water into the storm water system.

### **Egress (Exits) and Aisle Width**

- All tents/canopies exceeding 600 square feet shall have the exits marked with exit signage if the tent is enclosed. If the tent is to be used at night, then the exit signs must be powered and have emergency lighting with battery backup.
- Provide two (2) exits, each a minimum of six (6) feet wide for occupant loads of 10 to 199 people. **Note:** The required number of exits increases as occupant load increases.
- All ingress/egress points must remain open and shall not be obstructed when event participants or staff occupies the tent.
- Proper aisle widths must be provided and maintained in order to assure a safe means of egress out of the structure.

### **Cooking**

- No open flames, nor combustible liquid, gas, charcoal, or other cooking equipment is permitted inside or within 20 feet of tents while open to the public.
- Tents for cooking shall be separated from other tents/canopies, or other event activities, by at least 20 feet.
- LP gas tank must be secured in place to prevent tipping (maximum capacity 20 lbs) with a minimum three (3) foot clearance around all gas tanks. Fire extinguisher must be readily available. Any LP tank larger than 20 lbs. shall be ten (10) feet from tent and have the proper size gas line(s) secured to prevent public access or a tripping hazard. Metal trash can with lid required.
- All food cooking concession trailers and structures of rigid construction must have a commercial ventilation system, and must comply with fire extinguisher requirements.
- **No cooking appliances shall be lit until inspected and approved** by the Fire Marshal or his representative.

### **Electrical**

- If the event includes provisions to supply electrical power via generators, or by connecting to existing permanent electrical systems, you will be required to obtain an electrical permit.
- An Electrical Permit is required for any electrical installations or wiring at the event site including, but not limited to, any lighting and power supply to the general area, any electric motors and/or lights or any electrical installations relating to stages, stands, general lighting, emergency lighting, exit signs, concession stands or tents. **NOTE:** Only a state Licensed Electrical Contractor may apply for this permit and request the inspections which **MUST** be completed before the event is opened to the public.
- Ramp and secure all electrical cables and/or electrical wiring. Protective mats or other approved means shall be placed over electrical cables on walkways.
- All wiring and lighting shall be free from damage. All electrical equipment shall be arranged and isolated from the occupants/general public in a safe manner. All electrical connections, switches, and fuses shall be in approved enclosures and secured in place to prevent a tripping or safety hazard.
- Pathway illumination shall be provided in compliance with the provisions of the IBC and IFC and subject to the field approval of the Fire Marshal.
- Generators shall be located on a level area and secured in place. Generators shall be arranged and isolated from the occupants/general public in a safe manner. The exhaust shall be directed away from combustible material(s), people, and/or animals. Fuel shall be stored in an approved container and located at a safe distance from the generator.
- Generators shall be at least 20 feet from any structure or canopy and not accessible to the public.

## City of Tybee Island Tent and Canopy Policy

### **Flammable Liquids**

- Flammable or combustible liquids and LP-gas shall not be stored in a tent or canopy, but located outside of such structures.
- Storage, use or handling of flammable liquids or gases shall be prohibited at the site unless specifically approved and inspected by the Fire Marshal.

### **Fire Extinguisher**

- A minimum of one (1) rated 3A 40B C extinguisher, currently tagged and inspected is required per tent. Fire extinguishers shall be visible and readily available for use within 75 feet of any tent. Class K-Type (Kitchen rating) fire extinguishers are required for vendors that are deep frying. **Note:** The number of required fire extinguishers increases as the size of tent increases.
- Fire extinguishers must be secured or mounted for ease of access.

### **Combustible Materials**

- The floor surface of the canopy or tent, and an area 30 feet around the canopy or tent, shall be kept clear of all combustible waste and combustible vegetation. No hay, straw, shavings or similar materials shall be permitted to be used within any structure used as assembly occupancy. Exception: Flame retardant treated materials or livestock bedding and fodders that are approved by the Fire Marshal.
- Fireworks or any unauthorized open flames or fuel fired lighting shall be prohibited in any tent or temporary membrane structure.

### **No Smoking**

- No smoking is permitted in any tents. No smoking is allowed within 15 feet of gas tanks and tents.
- Commercial “No Smoking” signs must be posted.

### **Inspections**

- A final inspection is required before use or occupancy. Building and fire codes will be specific to each tent.
- Based on the site plan and its components, the Fire Department, Police Department, Planning & Zoning, Public Works, and any other City Department may require an inspection of the venue at the organizer’s cost before and during the event.

## City of Tybee Island Tent and Canopy Policy

### Site Plan

- Site plan, indicating locations of tents/canopies, including distances from other temporary structures, buildings, property lines or festival booths.
- Site plan must be drawn to scale.
- Information Required on Site Plans
  - Number the tents (#1, #2, #3)
  - Identify if generators will be used and their location(s) relative to the tents/canopies.
  - Vehicle parking areas, fire lanes, and roadways shall be provided and maintained – a minimum of 20 feet for emergency access lanes within the event site.
  - Indicate the number, type rating, and locations of portable fire extinguishers.
  - Indicate the location and distance to the nearest fire hydrant(s).
  - Indicate all stages, platforms, bleachers, vendors, trash areas, etc.
  - Indicate food vendors and type of cooking devices (e.g. propane, grill, self-contained unit).
  - Indicate locations of all sources of electricity / generators.
  - Indicate locations of all vehicles and trailers.
  - Tent footprint, indicate size of tent/canopy
  - North arrow
  - Lot dimensions, showing setback distances from the tent/canopy to other structures, light standards, and/or rights-of-way
  - Show parking, driveways, sidewalks
  - Exit locations clearly marked
  - A timeline of the event. The timeline should include, but is not limited to, load-in/load-out of the entire site, re-openings of streets involved, breakdown completion, etc.

### Floor Plan

- Submit a floor plan for tents, canopies, or tensioned membrane structures with an occupant load of 50 or more. Plan must include details of the means of egress (exits), seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

### Emergency Access

- For tents that have more than one exit, maintain 12 feet clear fire lane (measured beyond the guy ropes) surrounding tents and free of any obstructions.
- Emergency vehicle access must be maintained along the perimeter of the tent at all times. Tent placement shall not obstruct emergency vehicle access to the property.
- For every 50 feet of side-by-side tents provide a minimum 5 foot wide emergency access walkway.

### Emergency Plan

- Include 24-hour contact information for key person responsible for the tent/canopy.
- Provide the wind speed (MPH) at which each tent will be evacuated.
- Acknowledgement that tents will not be occupied during a thunderstorm with lightning.
- Include provision for stopping people from entering tents during bad weather situations.
- Include provisions for relocation of occupants in the event of an evacuation.