



CITY OF LARAMIE
FIRE DEPARTMENT
Fire Prevention and Life Safety Division
P.O. Box C, 209 S. 4th Street
Laramie, WY 82073

(307) 721-5330
FAX (307) 721-5333

Tent Permit Guidelines

The currently adopted edition of the International Fire Code (2012 at this time), chapter 31, "Tents and Other Membrane Structures" requires that parties wishing to erect, operate or maintain a temporary tent, canopy, or air supported membrane structure meeting certain size requirements shall obtain a permit and approval from the local fire code official.

Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official,

Permit applications shall be provided to the fire code official no less than 10 business days prior to erection/use date.

1. A minimum of 20 foot (or more as determined necessary by fire code official) fire apparatus/emergency vehicle access lane is required for emergency access and shall remain unobstructed at all times.
2. Tents, air supported membrane structures, and canopies shall have a permanently affixed label bearing the following information;
 - Name and address of the owners of the tent or air supported membrane structure.
 - Date the fabric was last treated with flame-retardant solution.
 - Trade name or kind of chemical used in treatment.
 - Name of testing agency and test standard by which the fabric was tested.
3. The name of the person and firm that applied the flame retardant. Tents, air supported membrane structures and canopies shall not be located closer than 20 feet of property lines, buildings, other tents, other air supported membrane structures, parked vehicles, or internal combustion engines. For the purposes of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane or structure. (Contact the local fire code official for certain exceptions).
4. Tents, air supported membrane structures, and canopies and their appurtenances shall be adequately braced and anchored to prevent weather related collapse.
5. Smoking shall not be permitted in tents or membrane structures. *Approved* "No Smoking" signs shall be conspicuously posted.
6. There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents located inside the membrane structures.
7. At least one 2A-10B/C fire extinguisher shall be provided and placed in a conspicuous location for each structure. Requirements for additional extinguishers shall be specified when required by the Fire Prevention/Life Safety Division.
8. Exits shall be spaced at approximately equal intervals around the perimeter of the structure and shall be located so that no point within the structure is more than 75 feet from an exit using normal pathways. Minimum 44 inch wide aisles shall be provided to the exits. If exits are covered with fabric, the fabric shall be of contrasting color and open fully as to not obstruct the exit in any way when opened.

9. Exit signs shall be installed at required exits when the exit serves an occupant load of 50 or more.
10. Fireworks, open flames and devices capable of igniting combustible materials (candles, fuel lamps propane/gas heaters, etc.) shall not be used in or adjacent to a tent, air supported structure or canopy.
11. Hay, straw, shavings or similar combustible materials shall not be located in or adjacent to any tent, air supported membrane structure or canopy containing an assembly occupancy. Sawdust and shavings utilized for a public performance shall not be prohibited provided the sawdust or shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time.
12. The floor surface inside a tent, air supported membrane structure or canopy, and the ground surrounding the structure within 30 feet of the structure shall be kept clear of combustible waste and vegetation.
13. Occupant load requirements shall be determined by tent size and type of tent use. Fire Prevention/Life Safety Division personnel shall provide an Occupancy sign with approved permit.

For further information regarding tent/air supported membrane structures/canopies, or to obtain a permit, please contact the Laramie Fire Department, Fire Prevention and Life Safety Division at (307)721-5330 or (307)721-5397