



## Kerrville Fire Marshal

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## Section 5 Tent/Canopy/Membrane Structure

These guidelines are intended to provide the minimum submittal requirements for obtaining a Kerrville Fire Marshal Permit. Additional requirements and/or information may be required based upon the individual project.

All Tent and Membrane Structures for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the *International Fire Code* as adopted and amended by the City of Kerrville.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

### Definitions

**Canopy.** A structure, enclosure or other shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent of the perimeter.

**Membrane Structure.** An air-inflated, air supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent or canopy. See Chapter 31 of the *International Building Code*.

**Tent.** A structure, enclosure or shelter constructed of fabric or pliable material supported in any manner except by air or the contents it protects.

### General Requirement

1. No tent, canopy or membrane structure requiring a permit may be erected, operated or maintained on a site until a permit is approved and issued by the Fire Marshal's Office.
2. A permit is required for a tent or membrane structure having an area in excess of 200 sq. ft.
  - a. Exception: tents used exclusively for recreational camping purposes.
3. A permit is required for a canopy in excess of 400 sq. ft.
  - a. Exception: Fabric canopies open on all sides which comply with all of the following:
    - i. Individual canopies having a maximum size of 700 square feet.
    - ii. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
    - iii. A minimum clearance of 12 feet to all structures and other tents.
4. A minimum of 20 ft. clear width shall be provided around the tent/canopy, and not closer than 20 feet to lot lines, buildings, other temporary structures, vehicles. Support ropes and guy wires are not included. Unless otherwise approved.
5. The structure shall not be located within a fire lane or public street.
6. Fire apparatus access roads (fire lanes) shall be provided.
7. Smoking, cooking or use of open flames inside a tent, canopy or membrane structure is prohibited.
8. Warming of foods and similar operations using flameless or other similar devices that do not pose a fire hazard, shall be permitted.
9. Approved "No Smoking" signs shall be conspicuously posted.
10. Exits, with a minimum width of 6 ft. each, shall be provided and kept clear at all times.
11. The number of exits shall be determined by the occupant load.
  - a. Tents, canopies or membrane structure having an occupant load of 50 or more shall have exits clearly marked. Exit signs shall be installed at required exit doors/openings and where

- otherwise necessary to indicate clearly the direction of egress from the temporary structure. All exit signs shall be illuminated in accordance with the *International Fire Code*.
12. Egress illumination shall be provided with light having an intensity of not less than 1-foot-candle at floor level while the structure is occupied. Fixtures providing egress illumination shall be supplied from a separate circuit or source of power.
  13. A minimum 12-foot "fire break" shall be provided around the exterior of the tent/canopy/membrane structure that is free of guy ropes or other obstructions. Or, as otherwise approved by the fire department.
  14. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.
  15. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:
    - a. Names and address of the owners of the tent, canopy or air-supported structure.
    - b. Date the fabric was last treated with flame-retardant solution.
    - c. Trade name or kind of chemical used in treatment.
    - d. Name of person or firm treating the material.
    - e. Name of testing agency and test standard by which the fabric was tested.
  16. Hay, straw, shavings, or similar combustible materials shall not be located within any tent or air-supported structure.
  17. A minimum of one 2A-10BC fire extinguisher shall be provided for each tent less than 3,000 sq. ft. or less than 75 ft. across.
  18. A minimum of 3 ft. clearance shall be provided from the inside material of the tent, canopy or membrane structure and the interior contents.
  19. All applicable requirements of the *International Fire Code*, Chapter 31, Tents and Membrane Structures shall be met.

#### **Submittal Requirements**

20. Plans and specifications/cut sheets shall be submitted in PDF Format into the online platform. A second set of plans shall be submitted on paper at the request of AHJ if needed. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
21. Each submittal shall have a completed:
  - a. Kerrville Fire Marshal Permit Application
  - b. Certification of fire resistance rating for the tent/canopy/membrane structure fabric, providing date last treated and chemical used for treatment.
22. A detailed site and floor plan indicating the following:
  - a. Details of the means of egress
  - b. Seating or occupancy capacity
  - c. Exits and exit pathways
  - d. Use of the tent/canopy/membrane structure
  - e. Location of cooking or heating devices within or near the tent/canopy/membrane structure
  - f. Locations of fire extinguishers
  - g. Fire Department site access route

#### **Heating and Cooking**

23. Heating and cooking equipment shall meet the requirements of the Section 31 of the *International Fire Code*.
  - a. Heating and cooking equipment, tanks, piping, hoses, fitting, valves, tubing, and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the Fire Marshal.
  - b. Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, canopy or membrane structure shall not be less than 12 inches from the flue or vent.

- c. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- 24. Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 ft.
  - a. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent, canopy or membrane structure
- 25. Electrical cooking and heating equipment shall comply with the *National Electrical Code*.
- 26. LP-gas containers shall not be located within the tent and shall be a minimum of 10 ft. from all tents, canopies or membrane structures.
- 27. Flammable or combustible liquids shall not be located within a tent, canopy or membrane structure, and shall be located a minimum of 50 ft. away.
- 28. Generators and internal combustion power sources shall not be located closer than 20 feet to any tent, canopy or membrane structure and shall be protected by a fence, enclosure or barrier from contact with the public.

#### **Additional Information**

- 29. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the event.
- 30. Installation or otherwise construction of the tent/canopy/membrane structure is prohibited without approved plans and permit.
- 31. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal's Office.
- 32. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

#### **Inspection Requirements**

- 33. Verification of compliance and inspection by the Fire Marshal shall be required PRIOR to use.
- 34. The permit shall be valid only for the dates specifically requested and indicated on the issued permit.
- 35. All required exits shall be available and kept clear.
- 36. Fire extinguishers must be kept in place and operable.
- 37. Fire resistance label is displayed.
- 38. No combustibles or heating/cooking devices within the tent, unless specifically requested and approved.
- 39. Additional inspections based upon the use and hazards.