



WEST DES MOINES FIRE DEPARTMENT

TENT, CANOPY OR INFLATABLE (MEMBRANE STRUCTURE)

PERMIT APPLICATION

Application Date: _____ Type: Tent Canopy Inflatable (Membrane)

Applicant's Name (print): _____

Cell: _____ Office: _____ Fax: _____

Email Address: _____

NOTE: An email address or fax number is needed to send our tent review and/or permit.

Name of Event (or Business): _____

Address of Event / Activity: _____

Proposed Use (Meeting, Party/Dance, Meal, etc.): _____

Date(s) of Use: _____ Time of Use: _____ Alcohol Served: YES NO

Scheduled Set-up Date/Time (Completed): _____

STRUCTURE / INFLATABLE INFORMATION

Structure dimensions: Tent #1: _____(ft) X _____(ft) Tent Sides: YES __ NO
Tent #2: _____(ft) X _____(ft) Tent Sides: YES __ NO
Tent #3: _____(ft) X _____(ft) Tent Sides: YES __ NO

Will there be any heating or cooking equipment in the structure? YES NO

If "Yes" please explain: _____

Inflatable Info: Number of Inflatables: _____

Description(s): _____

Provider/Vendor of Structure(s): _____

Contact Name: _____ Office: _____ Cell: _____

I certify the above information is true to the best of my knowledge. I agree to install and to use the tent, canopy, membrane structure in accordance with the West Des Moines Fire Code requirements. I further certify that I have read the permit requirements provided on the back of this application.

Applicant Signature: _____ Printed Name: _____

Return the following items to: **WDM Fire, 3421 Ashworth Road, Monday-Friday; 8:00 AM - 4:30 PM**
(By mail send to: WDM Fire Dept., P.O. Box 65320, WDM, IA 50265-0320)

- 1. Completed Application Form with the Permit Fee of \$50.00**
- 2. Certificate of Flame Resistance**
- 3. Site Plan and Interior Layout (i.e. tables & chairs, stage, etc.)**

If the permit application for the tent or inflatable is not received prior to 5 business days of the date of the event, the fee will be \$100.00.

[OFFICE USE ONLY]

Application Received Date: _____ Review Date: _____ Inspection Date: _____ Passed: YES NO

Payment Type: Visa MC Cash Money Order Check #: _____ Receipt #: _____

WEST DES MOINES FIRE DEPARTMENT

Tent, Canopy, Inflatable (Membrane Structure)

Permit Requirements

The West Des Moines Fire Department has established the following requirements for the use of any **TENT, CANOPY OR INFLATABLE (MEMBRANE) STRUCTURE** having an area greater than 200 square feet for any tent, greater than 400 square feet for any canopy, and any inflatable (membrane) structure. Exception: tents used exclusively for camping.

1. An application and site plan is required to be submitted with a \$50.00 permit application fee a minimum of 5 business days prior to the date of the event to the address on the front or the fee will be \$100.00. The site plan will need to be legible showing the location of the tent, in feet, from other structures, access roads, streets, vehicle parking, and property lines. The interior plan layout shall indicate tables, stages, etc.
2. A certificate of flame-retardant treatment is to be provided with the application for each structure being permitted.
3. Fire extinguishers shall be 10-pound ABC and are to be provided in each tent or canopy by the exits.
4. An occupant load sign shall be established for the tent based upon 1 person for every 15 square feet when tables and chairs are used, one person for every 7 square feet when only chairs are used and one person for every 5 square feet for standing room. Only the usable floor space needs to be calculated when determining the occupant load. This sign shall be posted by the main entrance.
5. Exits shall be spaced at approximately equal intervals around the perimeter of the tent so that no point within the tent is more than 100 feet from an exit. The numbers of exits is dependant upon the occupant load. Exit openings from tents shall remain open unless covered by a flame-resistant curtain and shall be of a color, or colors, which contrasts with the color of the tent.
6. Self-luminous, internally or externally illuminated exit signs are required when the occupant load exceeds 50 persons.
7. Emergency lights shall be placed in any tent when the occupant load exceeds 50 persons.
8. Smoking is prohibited by any persons in any tent, canopy or membrane structure. "No Smoking" signs are required to be posted in conspicuous locations.
9. Tents, canopies and membrane structures shall not be located within 20 feet of property lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.

NOTE: This is just a highlight of the fire code regulations. There are some exceptions to these regulations. This list is not an all inclusive list. Source: 2015 International Fire Code. If you have any questions, please contact the Fire Prevention Bureau at 515-273-0643.

