



FOR OFFICE USE ONLY
Permit #(s) _____
Date: _____

MONROE FIRE DEPARTMENT

163 Village Court • Monroe, WA 98272
Phone: (360) 794-7666 • Fax: (360) 794-0959
www.monroefire.org

SUBMIT TO: CITY OF MONROE PERMIT DEPARTMENT

806 West Main Street • Monroe, WA 98272
Phone: (360) 794-7400 • Fax: (360) 794-4007
www.ci.monroe.wa.us

TENTS, CANOPIES AND OTHER MEMBRANE
STRUCTURES 105.6.43
OPERATIONAL PERMIT APPLICATION

An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m2), or a canopy in excess of 400 square feet (37 m2). See exceptions listed on page 3.

Permit Submittal Hours Monday through Friday:

Building, Fire & Land Use permits: 9:00 am – 12:00 pm & 2:00 pm – 4:00 pm
Verify Current Fee Schedule with Permit Staff Before Submitting Application
http://www.monroefire.org/fire_marshall/forms/permit/fire_fee_schedule.pdf

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS (SEE PAGE 2)

Site Address or Property Location: _____
Size of site (acre/square feet): _____
Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____
*Signature: _____ Printed Name: _____
Mailing Address: _____ Fax # (____) _____
City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____
**Signature: _____ Printed Name: _____
Mailing Address: _____ Fax # (____) _____
City _____ State _____ Zip _____ E-mail _____

ATTACH A SEPARATE SHEET FOR ADDITIONAL PROPERTY OWNERS/ADDITIONAL ADDRESSES

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.**Property Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

Is this application a **Renewal of an Existing Operational Permit?**

Yes - Complete this Page Only

No - Continue to Page 3 for Submittal Requirements

RENEWAL SECTION (Complete this section only if this application is a renewal of an existing operational permit)

Permit # of Previous Operational Permit: _____

Describe all changes in the operations or hazards covered under this permit since this Operational Permit was last issued.

No Changes since Permit was last issued

Do not complete or attach other pages. Submit pages 1 and 2 of this application as your RENEWAL application, along with current permit fees (contact Permit Department for a fee estimate). A fire inspector will contact you at your place of business to conduct an inspection of the operations or hazards covered under this permit. After a satisfactory inspection of these operations your Operational Permit will be renewed.

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Plan Check Fee: \$ _____	Permit Fee: \$ _____
Fire Plan Check Fee: \$ _____	State Fee: \$ _____

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
 - 2.1. Individual canopies having a maximum size of 700 square feet (65 m2).
 - 2.2. The aggregate area of multiple canopies placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65 m2) total.
 - 2.3. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

SUBMITTAL REQUIREMENTS OPERATIONAL PERMIT – IFC 105.6.43

1. Additional required permits as listed below.
 - a. Tents and membrane structures having an area in excess of 200 square feet (19 m2) and canopies in excess of 400 square feet (37 m2) shall not be erected, operated or maintained for any purpose without first obtaining a construction permit and approval from the fire code official. (IFC 105.7.13)
 - b. If a tent, canopy or membrane structure is to be used for a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose, an operational permit for Places of Assembly is required. (IFC 105.6.34)
 - c. If a tent, canopy or membrane structure is to be used for a carnival or fair, an operational permit for Carnivals and Fairs is required. (IFC 105.6.4)
2. Indicate if the structure will be a temporary or permanent structure.

<input type="checkbox"/>	Temporary – Indicate duration tent will be erected Dates _____ - _____
<input type="checkbox"/>	Permanent

Note: Temporary tents, air-supported, air-inflated or tensioned membrane structures and canopies shall not be erected for a period of more than 180 days within a 12-month period on a single premise.

1. TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES

- a. For tents with an occupancy load over 50, have the detailed site and floor plan available for review by the fire inspector.

- b. The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per permit use period, by the permittee, owner or agent to determine that the installation is maintained.

Exception: Permit use periods of less than 30 days.

- c. Upon request by the Monroe Fire Prevention Division, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.

2. TEMPORARY AND PERMANENT TENTS, CANOPIES AND MEMBRANE STRUCTURES

- a. Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents; canopies and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit.
- b. 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:
 - 1. Names and address of the owners of the tent, canopy or air-supported structure.
 - 2. Date the fabric was last treated with flame-retardant solution.
 - 3. Trade name or kind of chemical used in treatment.
 - 4. Name of person or firm treating the material.
 - 5. Name of testing agency and test standard by which the fabric was tested.
- c. Ensure that the membrane structures, tents or canopies have a permanently affixed label bearing the identification of size and fabric or material type.
- d. Ensure "NO SMOKING" signs are conspicuously posted.
- e. Ensure Portable fire extinguishers are provided. Size and distribution to be determined during field inspection.
- f. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public.
- g. Fireworks shall not be used within 100 feet (30 480 mm) of tents, canopies or membrane structures.
- h. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.
- i. Combustible vegetation shall be removed from the area occupied by a tent, canopy or membrane structure, and from areas within 30 feet (9144 mm) of such structures.
- j. The floor surface inside tents, canopies or membrane structures and the grounds outside and within a 30-foot (9144 mm) perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.