



City of Alpharetta

TENT PERMIT APPLICATION

Instructions: check box to left of requested event where tents will be used. Permit will be issued or denied within 10 days of receipt of all required information, signatures, and fees. DO NOT PROCEED with tent installation without first having a permit in hand. Copy of Tent Permit must be on site and available to city fire officials upon demand.

NAME OF EVENT: _____

Project Street Address: _____

PROPERTY OWNER: _____ Phone _____

Property Owner Signature Authorizing Use: _____ Date: _____

Event Coordinators Printed Name: _____ Phone: _____

Event Coordinators Signature: _____ Email: _____

All applications require a site plan showing location of each tent for the event to be submitted at time of application. All applicants must submit Flame Spread Certificate if tent is 400 sqft and above in size or if warming, heating, or cooking equipment is to be used under or within 10ft of the tent. Tents CANNOT block fire lanes or handicap parking.

A fire inspection may be required prior to use.

TYPES OF EVENTS WHERE TENTS WILL BE USED	Fee Schedule
<p>Tent Sale or temporary structure – 45 day limit twice per calendar year</p> <p>* - Fee is only required on tents 400 sqft and above in size or if warming, heating, or cooking equipment is to be used under or within 10ft of the tent. Tents to be located on private property.</p> <p><i>This category is an event that doesn't fall into one of the three categories below.</i></p>	* \$100.00 each
<p>City Event – Events initiated by and for the development of the City of Alpharetta.</p>	Fee Waived
<p>City Partnered Event – Events that the City of Alpharetta sponsors or uses resources to support, but are owned and managed by an outside organization.</p>	Fee Waived
<p>Outside Event – Events that take place within Alpharetta's city limits and must be fully permitted by the City of Alpharetta through the Special Event Application.</p> <p>* - Fee is only required on tents 400 sqft and above or if any warming, heating or cooking equipment is installed under the tent.</p>	1-2 Tents *\$100.00 3-20 Tents *\$200.00 21 and up *\$300.00

Checklist:

___ Site plan provided showing location and size of tents to be installed.

___ Flame spread certificate for each tent to be installed.

___ Certificate of liability insurance.

___ Indicate whether warming, heating, or cooking equipment will be used under the tent.

Install Date: _____ Remove Date: _____

City of Alpharetta, Fire Marshal's Office



Temporary Tent/Canopy Checklist

Please submit all requests for tent permits a minimum of 10 business days before permit is desired. Plans must be submitted to www.eplansolution.com. Instructions are included in this packet.

ALL tents that require a tent permit are required to be inspected the Alpharetta Fire Marshal's Office during normal business hours before use. An inspection may be requested by calling the Fire Marshal's Office at 678-297-6272.

Tents less than 400sqft or canopies less than 700sqft (no sides) do not require a tent permit if they are spaced a minimum of 12ft to all structures and other tents (IFC 3103.2).

DRAWING SUBMITTAL REQUIREMENTS

- 1) Provide site plan: show tent location to buildings, property line, and parking areas
- 2) Provide a floor plan/ layout of each tent. Identify each exit, exit sign, emergency light, fire extinguisher, and any furnishings.
- 3) Indicate the tent size and indicate whether sides will be provided or not on the drawing.

FIRE DEPARTMENT ACCESS AND LOCATION

- 4) Fire Department access: tents shall not obstruct fire department access, roads need to be provided.
- 5) Location of tents: 20 feet minimum from lot lines, buildings, parked vehicles, fueled equipment, or tents dedicated to cooking operations. For exceptions refer to (IFC 3103.8.2).

MEANS OF EGRESS

- 7) Number and width of exits to comply with the Life Safety Code: occupancy specific
- 8) Exits shall remain open, be a flame-resistant curtain of contrasting color on a free sliding metal support, or be another arrangement compliant with the Life Safety Code (IFC 3103.12.3).
- 9) Curtains to be free sliding on metal support and must be of a color that contrast with the tent
- 10) Exit signs: to be provided where the occupant load exceeds 50 persons
- 11) Emergency lighting: to be provided where required for the specific occupancy type Exit capacity based on occupant load using (Life Safety Code Section 7.3.1.2).

GENERAL REQUIREMENTS

- 12) Fire retardant certificate per (NFPA 701) is required for each tent, must match the specific tent including sides
- 13) Combustible material such as straw or hay is not permitted within 20ft of the tent
- 14) Smoking is not permitted under tents; NO SMOKING signs shall be posted
- 15) Provide a minimum of one 2A:10B:C fire extinguisher
- 16) Cooking is not permitted in or near tents except where permitted by the International Fire Code (IFC 3104.15.5).
- 17) Generators and fueled equipment: must be 20 feet away from tents be separated from the public
- 18) Propane tanks: must be 10 feet from tents; secured; protected from vehicles



City of Alpharetta Community Development

Alpharetta Introduces Electronic Plan Submittal

The City of Alpharetta has partnered with ePlan Solutions, Inc. a web-based electronic plan and document system that facilitates reviews, communication and approval of construction plans. This will save residents, developers, contractors and business owners money and time while reducing the City's environmental footprint. The following projects can be submitted through ePlan:

- 🌱 Development plans (site plans)
- 🌱 Building plans (construction plans) / Commercial & Residential
- 🌱 Building alteration / Commercial & Residential
- 🌱 Fire Protection plans – Sprinkler, Clean Agents & Fire Alarm
- 🌱 Telecom Towers
- 🌱 Electrical plans
- 🌱 Mechanical plans
- 🌱 Plumbing plans
- 🌱 Final plans
- 🌱 Minor Subdivision
- 🌱 Sign plans, Tent Plans

All plans must be submitted to the 3rd party host for electronic plan review process as we no longer accept paper plans.

To submit plans please,

- 1) Log in to www.eplansolution.com**
- 2) Click on the review/permitting sites tab. Select City of Alpharetta and click the green GET STARTED button.**
- 3) Create an account with ePlan Solutions and pay their submittal fee.**

Fees are for the service of uploading plans and are not collected by the City of Alpharetta.

Contact ePlan Solutions at 678-898-0610 or email support@eplansolution.com for more information.

Once account is set up and payment is made, please load your documents in the following manner:

*****All documents must be uploaded in PDF format.*****

Under Submittal:

All required plans, documents, and specifications for the Plan Examiner. Proof of payment to the City of Alpharetta's Finance Department should also be uploaded. This can be a receipt of payment you receive after completing payment through the Fire Permits Payment Portal.

Permit fees for the tent will be paid through the fee tab in ePlan solutions or through instructions by the Fire Marshal's Office. ****Note: The ePlan hosting fee is not the permit fee.**

If you should have additional questions the Permit Techs will be available to assist you at 678-297-6080.

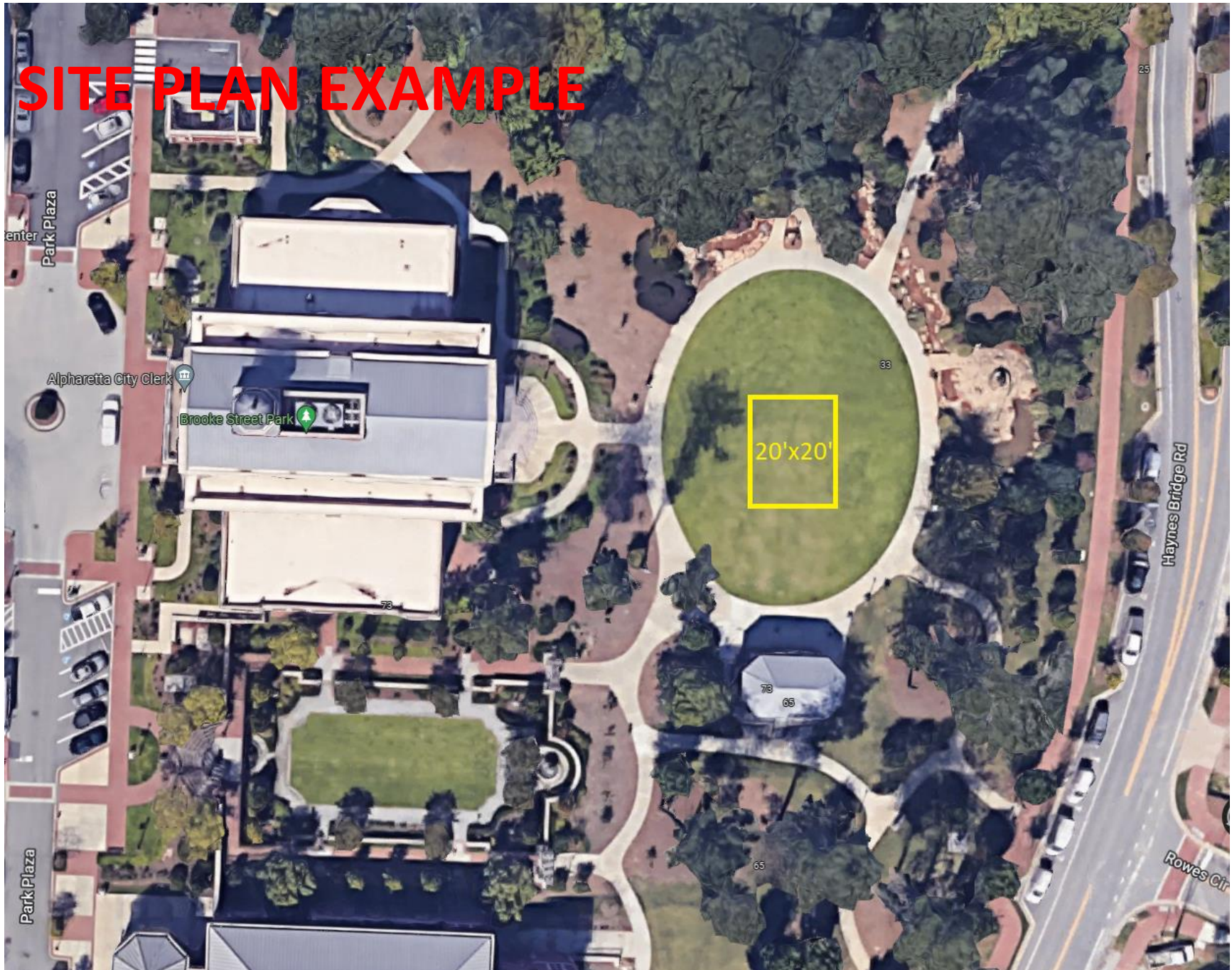


e Plan Solutions, Inc.

*“providing the link between municipalities and designers
for drawing, form and communication exchange”*



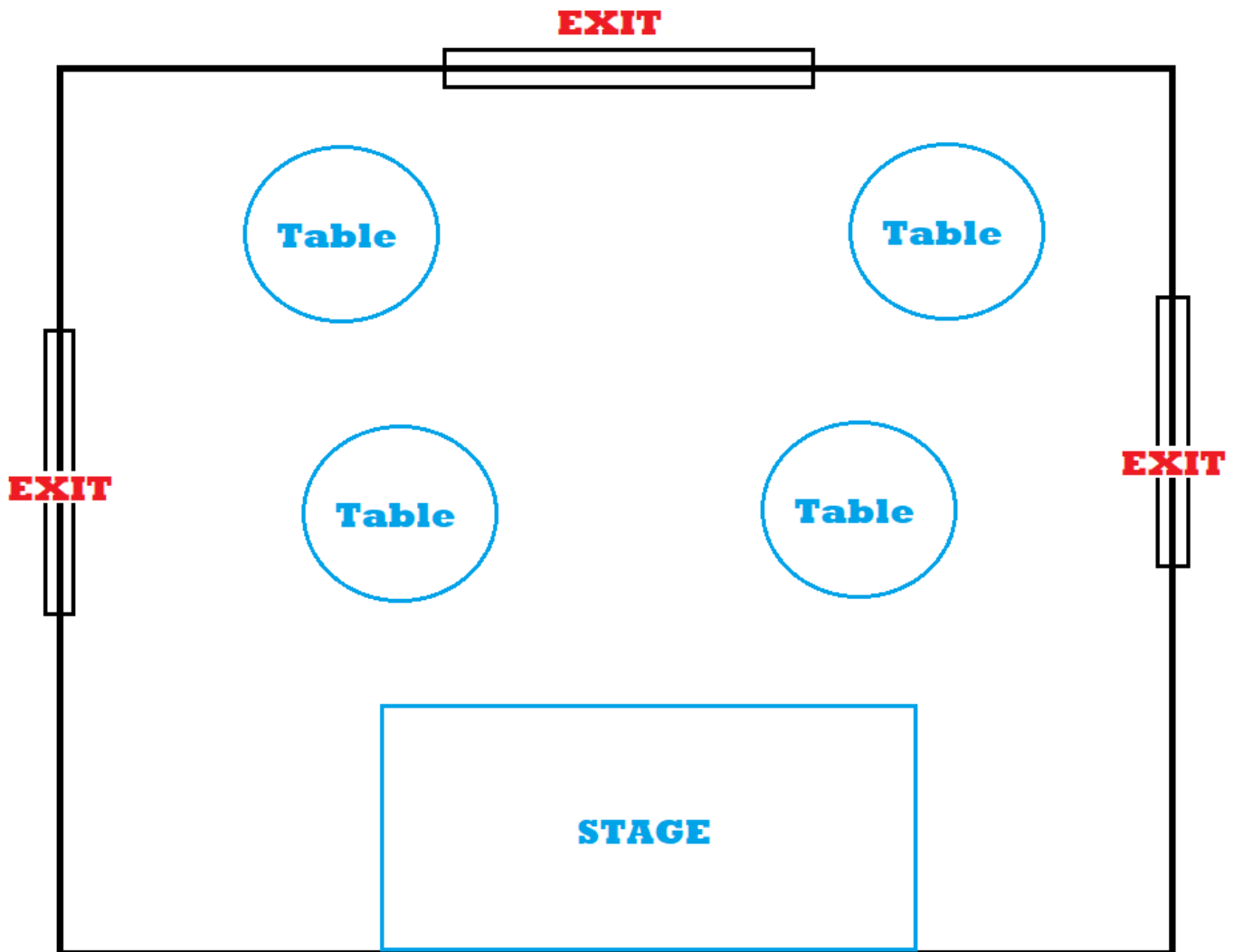
SITE PLAN EXAMPLE



INTERIOR FLOOR PLAN EXAMPLE

***Required for all tents utilized for assembly purposes**

Locations of tables, benches, pews, stages, and all other fixtures must be shown in relation to the tent and all exit points.



Certificate of Flame Resistance

REGISTERED
APPLICATION
NUMBER

F121.4



ISSUED BY
ANCHOR INDUSTRIES INC.
EVANSVILLE, INDIANA 47711

MANUFACTURERS OF THE FINISHED
TENT PRODUCTS DESCRIBED HEREIN

Date of Manufacture
1/31/96

Order Number
118295

This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable) and were supplied to:



30 wide

CUMMING

GA

30130

Certification is hereby made that:

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code, equal to or exceeds NFPA 701, CPAI 84, ULC 119. The method of the FR chemical application is:

Serial #:	8025300	(0001)
Description of item certified:	FI EXP MID 30W X 10 VL W W	

Flame Retardant Process Used Will Not Be Removed By Washing And Is Effective For The Life Of The Fabric

JOHN BOYLE & CO
STATESVILLE, NC

Name of Applicator of Flame Resistant Finish

Signed: *Louis R. Brauer*
TENT DEPARTMENT-ANCHOR INDUSTRIES INC.