

SEDONA FIRE DISTRICT

2860 Southwest Drive, Sedona, AZ 86336
 Community Risk Reduction Division – 928.204.8926
CRR@Sedonafire.org



PERMIT APPLICATION FOR TENTS/CANOPIES & TEMP. MEMBRANE STRUCTURES

Please complete the application and **email it as a PDF attachment** to crr@sedonafire.org.
 This application is used for data entry and must be typed. **Incomplete, handwritten, or photos of completed applications will not be accepted and will be returned.**
 Assistance completing the form is available at Sedona Fire District Administrative Office. Office hours are Mon-Thurs 7:30 am to 4:30 pm.

Tent application submittals shall be at least 10 business days in advance of the event. Normal business hours are Monday – Thursday from 7:00 am to 5:00 pm. We are closed on most Federal holidays.

The items listed on the Permit Checklist are required to be submitted with this application and are due at the time of submittal. Partial submittals will not be accepted.

This application is for:

Tent Size (sq ft) Includes aggregate sq ft	Application Fee	Number of Tents	Amount Due
401 – 1,000	\$200.00		
1,001 – 3,000	\$400.00		
3,001 & above	\$500.00		
*3,000 + sf Prof. Install w/annual	\$100.00		
*Annual Prof. Installer	\$450.00		

*Annual Professional Installer Permit is valid for 12 months and covers all installations of tents & canopies and their layouts up to 3,000 sq by that installer. Please note that there is a \$100.00 fee charged for inspections of these membranes.

Installer Information					
Tent Company Name:					
Address:					
Contact Name:		Contact Phone:			
Contact Email:					
Event Information					
Name of Event:					
Address of Event:					
Dates of Event:	From:		To:		
Event Times:	From:		To:	Set-up Date:	
Event Coordinator:			Phone Number:		
Event Coordinator Email:					
On-site Contact:		Phone Number:			

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all Sedona Fire District adopted codes relating to the fire and life safety requirements. I hereby authorize representatives of Sedona Fire District to enter the above-mentioned property for inspection purposes. I am either the owner of the property on the application, the Arizona State registered contractor for the work, or I represent the owner or contractor as signified below and am acting with the owner's/contractor's full knowledge or consent. I also acknowledge that the primary form of communication by Sedona Fire District is electronic.

Print Name _____

Date _____

TENT/CANOPY AND TEMPORARY MEMBRANE STRUCTURE Permit Checklist

Any boxes that are NOT checked will be considered missing items and will be returned for re-submittal.

Applies to: Tents over 400 square feet with at least one sidewall and tents over 700 square feet without sidewalls and all Temporary Membrane Structures.

- Plans submitted to Sedona Fire District
- Tent/canopy/temp membrane structure manufacturer's installation instructions and tentage diagram must be included with plan submittal.
- Tent/canopy/temp membrane structure location and interior use plans.

Site plans and floor plans must reflect the following requirements and be submitted with application.

- Occupant load sign is posted in a conspicuous location.
- Exit illumination – exits shall be lit at all times when occupied, with lighting not less than one foot candle at floor level.
- Emergency lighting is installed in all tents.
- Travel distance does not exceeding more than 100 feet to any exit.
- Appropriate fire extinguishers are provided. A minimum of two 2A:10BC extinguishers are required for 400 – 1000 square feet. Provide one additional extinguisher for each 2000 square feet. A minimum of one 2A:10BC extinguisher for kitchen or mess hall, and a minimum of one 40BC extinguisher for each generator or transformer. Max travel distance to be 75'.
- Aisle ways for seating shall not be less than 44 inches in width.
- Heating and cooling equipment shall not be located within 10 feet of exits, aisles, passageways, or combustible materials.
- "No Smoking" signs shall be posted in conspicuous locations throughout the tent/canopy.

Additional requirements.

- Open flame devices are not permitted. Exception: When approved by the fire code official.
- Combustible materials such as hay, straw, sawdust, shavings, or similar materials are prohibited inside unless flame retardant.
- All weeds and dry vegetation within 30 feet of tent/canopy have been removed.
- Hay, straw, trash, and other flammable material shall not be stored within 30 feet of any tent/canopy.
- Doorway to remain open or it must be covered by a flame-retardant curtain of contrasting color, minimum height to be not less than 8 feet.
- Where LPG is used, flame shall be kept a minimum of 10 feet from LPG containers and LPG container shall be 10 feet from tent/canopy. Heating devices shall be kept a minimum of 10 feet from tent/canopy/temp membrane structure walls.
- Generators and other internal combustion power sources shall be separated from tents, canopies, or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure, or other approved means.
- In circumstances where tents are installed, and staking is impractical, concrete weighted anchor points are required. Water filled barrels/barricades are not allowed.