



SPECIAL EVENT TENT CHECKLIST

REQUIRED INFORMATION: (for enclosed tents over 400sqft or open tents over 700sqft)

- ___ Provide size and location of tent.
- ___ Provide duration and hours of operation
- ___ Provide type of tent (pole, frame, clear span) with staking details
- ___ Provide certification of flame propagation performance criteria. IFC 3104.3
- ___ Provide proposed occupant load with interior layout (tables/chairs, etc.)
- ___ Provide number of required bathroom facilities and location

****Occupancy is not permitted if wind speeds exceed 30 mph per manufactures recommendations.**

GENERAL NOTES:

- ___ Provide means of egress illumination. IFC 3103.12.7
- ___ Provide exit signage if occupant exceeds 50 or more. IFC 3103.12.6
- ___ Provide portable ABC fire extinguishers to be in conspicuous locations and be mounted. 2A10BC rating and/or type K. MBC 906.1
- ___ Cooking: Open or exposed flame cooking equipment shall not be permitted inside or located within 20 feet of the tent. IFC 3104.15.5
- ___ Cooking and heating equipment shall be a minimum of 10 feet from exits or combustible materials. IFC 3104.15.3
- ___ LP-gas containers less than 500 gallons shall be a minimum of 10 feet from tents. LP-gas containers greater than 500 gallons shall be a minimum of 25 feet from tents. IFC 3104.16.2.1
- ___ Flammable/Combustible liquids shall be stored outside in an approved manner a minimum of 50 feet from tents. IFC 3104.17.2
- ___ Refueling of flammable liquid-fueled equipment shall be done a minimum of 20 feet from tents. IFC 3104.17.3
- ___ The means of egress shall be free of obstructions and tripping hazards at all times and shall comply with Chapter 10 of the Michigan Building Code MBC 3103.12.8
- ___ Smoking shall not be permitted in tents. IFC 3104.6
- ___ Exit doors (if any) shall swing in the direction of exit travel when occupancy could be over 50 people. TABLE 1006.2.1
- ___ Fire lane shall not be blocked. IFC 3103.8.1
- ___ Generators shall be a minimum of 20 feet from tents. IFC 3104.19
- ___ All outside electrical receptacles or receptacles in a tent shall be GFCI protected per National Electrical Code 2014.
- ___ Tents shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. Tent stakes must have caps or other means to prevent injury. IFC 3103.9