



## Community Planning &amp; Economic Development Services

Building Safety Division  
 300 Park Avenue, Suite 103E, Falls Church, VA 22046  
 Phone: 703-248-5080 (TTY 711) Fax: 703-248-5214  
 permits@fallschurchva.gov www.fallschurchva.gov

# TEMPORARY TENT APPLICATION

**PERMIT NO.** \_\_\_\_\_

## ADDRESS WHERE TENT WILL BE LOCATED

Street Address

**Falls Church, VA**

Zip Code

### APPLICANT/RESPONSIBLE PARTY

### COMPANY PROVIDING TENT

Name			Phone <input type="checkbox"/> H <input type="checkbox"/> O <input type="checkbox"/> C		
Address			Address		
City	State	Zip Code	City	State	Zip Code

## REQUIREMENTS

Please read over this application and instructions thoroughly. Fill out the application completely and submit it with all required attachments. Application must be made at least 10 business days prior to the event.

Application must include:  Overall Site Plan  Fire Retardant Certification (each tent)  
 Floor Plan with Exits  Payment of the fee: \$85.00 per tent

**Please Note:** This permit is required for all tents exceeding 400 square feet. Exception: Tents may be up to 700 s.f. without a permit if they are open on all sides and at least 12 feet from any other tent or structure. For tents on City property, you must first reserve the use of the property, prior to filing this application.

## EVENT INFORMATION

Event Date:	Event Time: _____	Description of Event:
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## TENT INFORMATION

Tent Size	Qty	Vendor	Vendor Phone
1.			
2.			
3.			

## SIGNATURE

**Check Policy - The City of Falls Church accepts checks as a form of payment. However, should your check be returned to us for any reason, it is our policy to electronically debit your account for the amount of the check plus a processing fee of \$50.00.**

I hereby certify the proposed work is authorized by the property owner and I have been authorized by all involved parties to make this application. I hereby accept full responsibility for the adherence to all requirements of the Virginia Statewide Fire Prevention Code and the City of Falls Church Fire Prevention Code pertaining to the above application. I have read and understand the information on the City handout *Fire Marshal Requirements for Tents*.

Signature of Applicant

Date

Address

Print Name

Phone Number

City

State

Zip Code

E-Mail Address for Issued Permit (required)

**Submission:** E-mail this application, any other required documents, and plans to [permits@fallschurchva.gov](mailto:permits@fallschurchva.gov). Please make all submissions in PDF format. Do not submit photos either in the e-mail or as attachments.



The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703-248-5080 (TTY 711).

## OFFICIAL USE ONLY

**Permit Technician:** Set this up in Munis as project type "CTEN". Collect the fixed fee of \$85.00 per tent and provide the applicant with the receipt. Issue and print the permit. Close the Munis project effective the date of the event. Send all information to the Fire Marshal.

Tent Application Approved

 \_\_\_\_\_  
 Henry Lane, City Fire Marshal

 \_\_\_\_\_  
 Date



**City of Falls Church Fire Marshal**  
300 Park Avenue, Falls Church, VA 22046  
Phone: 703-248-5058 (TTY 711) Fax: 703-248-5158  
firemarshal@fallschurchva.gov www.fallschurchva.gov



## **FIRE MARSHAL REQUIREMENTS FOR TENTS**

Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained without a permit. Exceptions: Tents exclusively for recreational camping and tents open on ALL sides, provided they are no larger than 700 square feet with less than 50 persons. Tents in excess of 900 square feet for temporary use *must* have a building permit.

Tents must be flame resistant and have an approved label attached showing proof of flame resistance along with a copy of the flame resistance certification. *This must be submitted with the application.*

Tents used for assembly purposes with occupancy over 50 people shall be required to have exit and emergency lighting. Emergency lighting must also be provided for tents used after sundown. Tents with sides must have clearly marked exits. Side panels covering exits should be of a contrasting color and mounted so that they slide open to clear the exit. Signs must be illuminated if tent is used after sundown.

Tents shall not be located within 20 feet of lot lines, buildings, parked vehicles, internal combustion engines, or other tents and membrane structures.

Smoking is prohibited under all tents and approved 'No Smoking' signs shall be posted.

Open flames or any devices emitting flame, fire or heat or any flammable or combustible liquid, gas, charcoal or other cooking device shall not be permitted or located within 20 feet of any tent while open to the public.

Propane cylinders shall be located outside of tents and be at least 10 feet from any tent opening. Safety relief valves shall be pointed away from tent or membrane structure.

Tent applications shall include details on the location and type of any heating and electrical equipment. An electrical permit may be required for certain lighting and fixtures.


Generators must be at least 20 feet away and isolated from contact with the general public. Flammable and combustible liquids must be stored at least 50 feet from the tent, canopy or membrane structure. Generators must be located to prevent carbon monoxide emissions into tents.

Combustible vegetation and waste material shall be removed from the area occupied by a tent or membrane structure, and within 30 feet of such structures.

A minimum of two 2-A rated portable fire extinguishers shall be provided, mounted with the bottom at least 4" above ground level but the top no more than 60" above ground level.

This are general requirements under the Fire Code, additional requirements under the Fire Code as well as other Codes may apply depending on the circumstances. Questions regarding the procedures and clarification may be directed to the City of Falls Church Fire Marshal using the contact information at the top of this page.

Tents are subject to inspection by Building or Fire Official.

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