



**APPLICATION FOR TEMPORARY TENT**

<b>Name and Address of Organization(s) Requesting Permit:</b>  		
<b>Person Responsible for Erection and Use of Tent:</b>		
Name	Address	Phone Number
<b>Location of Tent:</b>  		
<b>Purpose of Tent:</b>		
<input type="checkbox"/> Special Event <input type="checkbox"/> Tent Sale <input type="checkbox"/> Tent Assemblies <input type="checkbox"/> Other _____		
Tent Material _____		
Area of Tent (sq. ft.) _____ Height of Tent: _____		
Specific date the Tent will be placed on the property: _____		
Specific date the Tent will be removed from the property: _____		
<p>I agree to meet the requirements of the Chapter containing TENTS AND OTHER MEMBRANE STRUCTURES within the <b>current edition</b> of the <b>International Fire Code</b> as adopted by the City of Hillsboro and all other regulations and ordinances of the City and acknowledge that violation of any of the regulations and ordinances will result in immediate revocation of this permit.</p> <p style="text-align: center;"><b>Signed: _____ (Applicant)</b></p>		
<p>I give the above signed representative permission to erect a tent on my property at the stated location for the stated time period.</p> <p style="text-align: center;"><b>Signed: _____ (Property Owner/Agent)</b></p>		

TENT PERMIT REQUIREMENTS  
(not all inclusive)  
Final approval subject to inspecting Fire Marshal

**PERMITS.**

Permits shall be required as set forth in Sections 105.6 and 105.7.

**ACCESS LOCATIONS AND PARKING.**

**Location.**

Tents or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent.

**TEMPORARY AND PERMANENT TENTS AND MEMBRANE STRUCTURES**

**Combustible materials.**

Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time.

**Smoking.**

Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

**Open or exposed flame.**

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 or membrane structures while open to the public unless approved by the fire code official.

**Clearance.**

There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside membrane structure.

**Portable fire extinguishers.**

Portable fire extinguishers shall be provided as required by Section 906.

**Heating and cooking equipment.**

**Location.**

Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

**Cooking tents.**

Tents with side walls or drops where cooking is performed with shall be separated from other tents or membrane structures by not less than 20 feet (6096 mm).

**FLAMMABLE AND COMBUSTIBLE LIQUIDS**

**Flammable and combustible liquid storage.**

Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15 240 mm) from tents or membrane structures. Storage shall be in accordance with Storage Chapter.

**DISPLAY OF MOTOR VEHICLES**

**Fuel.**

Vehicles or equipment shall not be fueled or defueled within the tent or membrane structure.

**Closure.**

Fuel tank openings shall be locked and sealed to prevent the escape of vapors.

**Location.**

The location of vehicles or equipment shall not obstruct means of egress.

**COMPETITIONS AND DEMONSTRATIONS.**

**Fueling.**

Refueling shall be performed outside of the structure in accordance with Refueling Section.

**Spills**

Fuel spills shall be cleaned up immediately.

**Combustible Vegetation**

Combustible vegetation that could create a fire hazard shall be removed from the area occupied by a tent or membrane structure, and from areas within 30 feet (9144 mm) of such structures.

**Combustible Waste material.**

The floor surface inside tents or membrane structures and the grounds outside and within a 30 foot (9144 mm) perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premises not less than once a day during the period the structure is occupied by the public.