



TENTS **(2020 MSFC)**

Code Reference – MSFC 3103 Temporary Tents and Membrane Structures

3103.2 Approval required. Tents and membrane structures having an area in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the *fire code official*.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides which comply with all of the following:
 - 2.1. Individual tents having a maximum size of 700 square feet (65 m²).
 - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m²) total.
 - 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

See MSFC Sections 3101.1 through 3107.19 for additional requirements.

General Requirements

1. Tents shall be installed in accordance with Minnesota State Fire Code Chapter 31.
2. Permits are required for all tents over 400 square feet or when heat sources or cooking equipment are contained within or near the tent.
3. Permit applications and plan review submittals are made through our online process at <https://www.shakopeemn.gov/ePortal>. No paper plans are accepted.
4. All plans submitted shall include the following information if applicable:
 - a. Date(s) and time(s) of event.
 - b. Date and time of installation and removal.
 - c. Site address
 - d. Emergency contact person and phone number.
 - e. Number of people attending. (approximate)
 - f. Location of each tent on site.
 - g. Size of each tent.
 - h. Structural stability analysis for each tent.
 - i. Detailed floor plan for any tent with 50 or more occupants.
 - j. Distance from nearest structure (not including other tents).
 - k. Distance to property lines.
 - l. Distance to automobile parking.
 - m. Distance to combustibles and internal combustion engines (other than automobiles).
 - n. Location and width of exits.
 - o. Emergency and exit lighting and exit signs.
 - p. Electrical wiring.
 - q. Seating arrangement.

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- r. Stage size and electrical requirements.
- s. Heating/cooling units (size and location).
- t. Floor covering (type).
- u. Trash collection locations.
- v. Parking and emergency access routes.
- w. Location, size and type of fire extinguishers.
- x. Location of NO SMOKING signs.
- y. Cooking and/or serving areas (including placement of stoves/warming devices; fuels used; fuel storage; distance from emergency exits and fire extinguisher locations, types and sizes).

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