

City of Bixby
Temporary Use of Tent
APPLICATION

Date of Application: _____

Date Structure to be erected: _____

Date Structure to be removed: _____

Organization Information:

Name: _____

Address: _____

Phone: _____

Contact Person: _____

Phone: _____

Applicant Information:

Name: _____

Address: _____

Phone: _____

Location of Structure: _____

Structure Owner: _____

Address:

Bixby Fire Department
TEMPORARY USE OF TENT REQUIREMENTS
REQUIRES PERMIT

TO OBTAIN A PERMIT FOR THE TEMPORARY USE OF A TENT THAT EXCEEDS 120 SQUARE FEET IN AREA FOR THE GATHERING OF 10 OR MORE PERSONS REQUIRES THE FOLLOWING:

1. Complete an application for the Temporary Use of a Tent.
2. Provide a detailed site that includes the following:
 - A) Site plan (tent location must be at least 30 feet from a permanent structure.
 - B) Seating capacity & arrangement.
 - C) Total number of occupants.
 - D) Means of egress.
 - E) Location and type of all electrical, heating and cooking equipment.
3. All electrical spot lighting shall be a minimum of 6 feet from fabric or combustibles or protected with non-combustible insulation.
4. A minimum of one portable fire extinguisher with a 2A rating (2 ½ gallon water pressurized) shall be provided if no electrical is used or a minimum of one portable fire extinguisher with a 4A:60BC rating (10 pound multi-purpose dry chemical) shall be provided if electrical equipment is used.
5. An affidavit or affirmation from the person or company providing the tent attesting to the following information relative to the flame resistance of the fabric:
 - A) Name & Address of the structure owner.
 - B) Date the fabric was last tested.
 - C) Trade name or kind of chemical used.
 - D) Name of testing agency.
 - E) List test standard used for testing.
6. Open-flame cooking devices shall be a minimum of 20 feet from tent structure.

IF TENT EXCEEDS 900 SQUARE FEET IN AREA THE FOLLOWING ITEMS IN ADDITION TO THE ABOVE ITEMS APPLIES.

7. Structure shall have been maintenance inspected within the last three months. Provide a copy of maintenance inspection.
8. Tent fabric shall have no un-repaired damage.
9. If structure is to be used as an Assembly type occupancy it shall be free from all combustibles and any combustibles, including dried vegetation that may create a fire hazard shall be a minimum of 20 feet from structure.
10. The minimum fire extinguisher requirements referenced by Item #3 shall be increased to a minimum of two extinguishers.

WHEN THE ABOVE ITEMS ARE COMPLETED
CALL 366-0436 FOR AN INSPECTION BY THE FIRE MARSHAL.

IF ALL ITEMS ARE APPROVED A PERMIT WILL BE ISSUED.

Phone: _____

Signature of Applicant

Date

