



## Fire Prevention Checklist

### For Temporary Tents, Canopies and Membrane Structures

*Reference: 2015 International Fire Code and 2015 International Building Code*

This checklist is designed to educate and assist you and your organization on the importance of fire prevention rules and regulations when using tents, canopies, and membrane structures (known as “temporary structure” herein). If you have any questions regarding any of the following, please contact William Daywalt, Deputy Fire Marshal at 610-205-8554 or William Henderson, Deputy Fire Marshal at 610-205-8559.

#### 1. Permits

- Must apply for and obtain an approved Upper Merion Township Temporary Use Permit from the Codes Enforcement Department, located at 175 West Valley Forge Road, King of Prussia, PA 19406, or call 610-205-8507 / 610-205-8508 or Township website at [www.umtownship.org](http://www.umtownship.org).
- Temporary structures shall not be erected for more than 180 days.
- Use and Occupancy Inspection is required before occupying the temporary structure. Applicants shall provide 48 hours advance notice of inspection.
- Occupancy placards will be issued to the applicant and placards shall be affixed to the temporary structure.
- The occupant load shall be **one half** the calculated occupant load to meet the recognized the CDC Social Distancing requirements.
- Refer to the Temporary Use Permit Application for required documentation and fees for issuance of a permit. Ensure the following is included:
  - A detailed site plan showing the location of the temporary structure and other features on the property.
  - Describe the number of parking spaces to be removed.

#### 2. Labeling:

- Temporary structure materials shall be flame retardant or flame-resistant treated.
- Labels are required to be affixed to the temporary structure or submit documentation of certification with the permit application.

#### 3. Location:

- Temporary structures shall not be located within fire department access roads.

- Temporary structure shall not be located within twenty (20) feet of lot lines, existing buildings, other tents, canopies, or membrane structures, parked vehicles, generators, or internal combustion engines.
- Location of the temporary structure shall not obstruct fire department connections to existing buildings, fire hydrants, any other fire protection systems, and access to any utility controls.

#### **4. Temporary Electric Power:**

- Generators, other internal combustion power sources, and fuel shall be separated from the temporary structure by not less than fifty (50) feet and shall be isolated from the public.
- Temporary electrical wiring shall be flexible, in good repair, and protected from environmental damage and physical impact.

#### **5. Egress:**

- The maximum travel distance to an exit within the temporary structure shall not be greater than 100 feet.
- There shall be a minimum of two (2) exits, and more exits shall be required as the occupant load exceeds 199 people.
- Exit widths shall be a minimum of thirty (36) inches for occupant loads of 199 people or less, and wider exits shall be required as occupant loads exceed 199 people.
- Exit openings shall remain open unless covered by a flame-resistant curtain. The curtain shall be free sliding on a metal support, shall not obstruct the exit, and be of a color that contrasts with the color of the tent.
- Emergency lights are required to illuminate the direction of egress and shall provide a minimum of ninety (90) minutes of illumination while operating on emergency power.

#### **6. Exit signs:**

- Required for occupant loads of fifty (50) or more people.
- Exit signs shall be marked and installed where otherwise necessary to indicate the direction of egress.
- Exits shall be spaced at approximately equal intervals around the perimeter of the temporary structure.
- Exit signs shall be an approved self-luminous type or shall be internally or externally illuminated, and shall comply with UL 924.
- Exit signs shall provide a minimum of ninety (90) minutes of illumination while operating on emergency power.

#### **7. Portable Fire Extinguishers:**

- A minimum one portable fire extinguisher shall be required every seventy-five (75) feet of travel.

**8. Smoking:**

- Smoking shall not be permitted in any temporary structure.
- “No Smoking” signs are required to be adequately displayed.

**9. Combustible Materials Inside:**

- Hay, straw, shavings, or similar combustible materials shall not be located within any temporary structure containing an assembly occupancy.
- Combustible materials shall not be under stands or seats at any time.
- Combustible trash shall be removed daily from the temporary structure.

**10. Combustible Materials Outside:**

- A minimum of twenty (20) feet adjacent to the temporary structure shall be maintained clear of all combustible materials and vegetation that could create a fire hazard.

**11. Interior clearance:**

- There shall be a minimum clearance of three (3) feet between the fabric envelop and all contents located inside the temporary structure.

**12. Open Flame Devices and Cooking Equipment:**

- Open flame and other devices capable of igniting combustible materials shall not be used within or adjacent to the temporary structure.
- The Department of Health prohibits cooking operations within the temporary structure.