



# Clinton Township & Lebanon Borough

## Bureau of Fire Safety

### Application for Tent Fire Safety Permit

Select One PHYSICAL ADDRESS NOT MAILING ADDRESS

- Clinton Township
- Lebanon Borough

N.J.A.C. 5:70-2.7(a) - Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official.

FAILURE TO GET REQUIRED PERMIT MAY RESULT IN PENALTY PER N.J.A.C. 5:70-2.12(b)7.i & N.J.A.C. 5:70-2.12(b)7.ii

EVENT LOCATION INFORMATION				
Application Date:	Event Date(s):	Event Time:	Block:	Lot:
Location Name:		Location of Event/Work:		
Location Address:		Municipality	Zip Code	
Type of Event and Reason for Permit:				
Sq footage of Tent:	Dimension of Tent:	Cooking taken place: <span style="float: right;">[Yes] [No]</span>		

APPLICANT INFORMATION				
Name:		Company/Orgination:		
Address:	City:	State:	Zip:	
Phone:	Cell Phone:	Email:		

SIGNATURE OF APPLICANT		
<i>I attest that the above information is correct and understand that an inspection will verify compliance with this document. Any false information or failure to comply with this permit and the minimum required codes can result in revoking the permit.</i>		
<b>Print</b>	<b>Signature</b>	<b>Date</b>

Make Checks Payable to the: **Township of Clinton Bureau of Fire Safety**  
 For the Amount of: **\$60.00**

FOR OFFICE USE ONLY:				
Type I	Cash	Check	Check Number	Tracking Number
<b>\$60.00</b>				
Permit Assignment #:	Permit Description:			NJUFC Permit #:
Permit Approved or Denied	Reason if Denied			Local ID:
Fire Official Signature:			Date:	

**Multiple tents in close vicinity within 5 count as one tent total**

**Uniformed Construction Requirements:**

If any of the following items 1-7 is part of the Tent or Membrane Structure, then a Uniform Construction Code Permit is required.	
<b>1</b>	If the tent, tensioned membrane structure, or canopy is more than 140 feet in any dimension.
<b>2</b>	The tent, tensioned membrane structure, or canopy is more than 16,800 square feet.
<b>3</b>	If the tent, tensioned membrane structure, or canopy is up for 180 days or more.
<b>4</b>	The tent, tensioned membrane structure, or canopy is set up from December 1 <sup>st</sup> through March 31 <sup>st</sup>
<b>5</b>	Permanent anchoring system or original foundation installation.
<b>6</b>	Installation of a portable anchoring system each time tent is erected.
<b>7</b>	The tent, tensioned membrane structure, or canopy has platforms or bleachers greater than 11 feet in height.
Apply for a construction permit through the Construction Office. Failure to apply for a construction permit, which is different from a Fire Safety Permit, will result in a denial of a fire safety permit.	

**Fire Safety Permit Required:**

<b>1</b>	The tent, tensioned membrane structure, or canopy is over 900 square feet.
<b>2</b>	More than 30 feet in any dimension, whether it is one unit or composed of multiple units
<b>3</b>	16,800 square feet or less in area
<b>4</b>	140 feet or less in any dimension, whether it is one unit or composed of multiple units.
<b>5</b>	The tent, tensioned membrane structure, or canopy contains platforms or bleachers 11 feet or less in height;

**Tent Documents Required:**

***Note:** If you have a tent vendor request this information before submitting tent permits.*

<b>1</b>	A certificate executed by an approved testing laboratory certifying that the tent and certain components such as sidewalls, drops, and tarpaulins are composed of material meeting the flame propagation performance material or treated with a flame retardant in an approved manner in accordance with Chapter 31 of the 2015 New Jersey International Fire Code and NFPA 701.
<b>2</b>	All tents have a permanently affixed label bearing the identification of size and fabric, and material type.
<b>3</b>	An affidavit or affirmation shall be submitted to the fire official and on the premises of the tent regarding information relative to the flame propagation performance criteria of the fabric. <ol style="list-style-type: none"> <li>1. Name and address of the tent or air-supported structure owners.</li> <li>2. Date the fabric was last treated with a flame-retardant solution.</li> <li>3. Trade name or kind of chemical used in treatment.</li> <li>4. Name of person or firm treating the material.</li> <li>5. Name of testing agency and test standard by which the fabric was tested.</li> </ol>

**Exception:** Vinyl Tents with a certificate of flame resistance from the manufacturer meeting NFPA 701, then the above 2-5 will be considered met.

## Tent Guidelines/Checklist:

**Note:** The following is not the full extent of the code N.J.A.C. 5:70-3, 3101.1.

- Create and maintain inspection schedules and records of the tent, air-supported structure, or tension membrane. The inspection shall be done at regular intervals, not less than 2 times per permit use for installations over 30 days. This shall cover maintenance, anchors, and fabric inspections.
- Tents used for cooking and over 16,800 square feet shall have a minimum separation of 5 feet from buildings, other tents, vehicles, or internal combustion engines.
- Cooking tents shall be separated by 20 feet from other tents with an occupant load of 50 or greater.
- Tents or membrane structures shall be adequately secured to withstand weather elements and prevent collapsing.
- Means of Egress shall be approved and in accordance with section 3102.12. See chart for means of egress requirements.
- Means of egress shall be readily identifiable and shall not require special knowledge or effort to open. See table below

**TABLE 3103.12.2  
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF  
EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES AND TENTS**

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

For SI: 1 inch = 25.4 mm.

- Exits shall be spaced at equal intervals around the perimeter of the tent or membrane, and exits shall be located such that all points are 100 feet or less from an exit.
- Exits shall be clearly marked and installed at required doorways and, where otherwise necessary, to clearly indicate the direction of travel where exits service an occupant load of 50 or more.
- Fire extinguishers shall be inspected, tested, and maintained. A State Certified New Jersey contractor has conducted an annual inspection. ABC type required. Class K is required for grease-related cooking and solid cooking fuel.
- Fire extinguisher(s) is mounted with approved mounting hardware from the manufacturer in a visible non-obscured location. (Do not zip tie or improperly mount the extinguisher or leave it on the ground). Mount fire extinguishers with handles no higher than 5 feet and no lower than 4 inches off the ground from the bottom of the cylinder.
- Tents being used as an assembly area shall post an occupant load sign. Provide tent sizes to the Fire Code Official and get Occupant Load Sign.
- LP-Gas containers shall be located outside or on the exterior perimeter of a tent or canopy.
- LP-Gas containers shall have a safety release valve pointed away from a tent or canopy.
- LP-Gas containers shall be protected and secured. Containers shall be securely fastened in place to prevent unauthorized movement or falling.
- LP-Gas containers shall be positioned a minimum of 5 feet from any heat-producing appliance.
- LP-Gas containers shall be tested for leaks before the Bureau of Fire Safety's inspection. The fire code official's designee will test the connection as a second means of protection and safety.
- Smoking shall be prohibited "Approved No Smoking Signs" shall be installed conspicuously.
- Tents shall have 1 crowd manager for every 250 occupants.
- Combustible materials such as hay, straw, shavings, or similar materials shall not be located in any tent or membrane of assembly occupancy.

**If Cooking, fill out an Application for Open Flame Safety Permit which can be found on Fire Marshal Website**

**<https://clintontwpnj.gov/departments-2/fire-safety>**