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## **Requirements for Tents and Canopies at Public Events**

The information contained herein is to inform any mobile/temporary vendor that wishes to set-up tents or canopies during public events within the City of Hinesville of the requirements they are to abide by. Any vendor wishing to conduct such operations shall comply with these requirements that are in line with state and locally adopted codes. If any such vendor fails to comply, they will not be allowed to set-up or continue operations once violations are found. An inspection by the Fire Marshal's Office will be conducted of each vendor prior to the event.

### Referenced Codes:

2018 International Fire Code

**NFPA 96** – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

**NFPA 17A** – Standard for Wet Chemical Extinguishing Systems

**NFPA 70** – National Electrical Code

## **General Tent and Canopy Safety Guidelines**

- All tents, canopies and other membrane structures cannot be within 20' of any lot line, building, parked car or any internal combustion engine.
- Fire Department access roads will be made available at all times during the event so emergency apparatus can have access to all buildings.
- Tents and canopies must have at least one exit. If the occupant load is more than 10, more exits shall be required and determined by the Fire Marshal's Office.
- All compressed gas cylinders (LP gas) are to be chained or strapped in the upright position to secure them from falling over. Minimum 10ft. clearance from generators or other sources of ignition. Hose and hose assemblies must be equipped with original fittings, and must be in good working condition with no visible damage.
- There will be NO SMOKING in any vendor tents or canopies.
- Protective mats or other approved means shall be placed over electrical cables and walkways.
- Generators shall be 20ft. away from any structure, tent or canopy and not accessible to the public.
- Flammable or Combustible liquids shall be at least 50ft. from all tents, canopies and structures.
- Tents/Canopies will be weighted down with a minimum of 25 pounds of weight per leg (manufacturers recommend 40 pounds of weight per leg). The following is considered acceptable for weighing down legs: Sandbags, PVC pipe(s) filled with concrete, 5-gallon buckets filled with sand and/or concrete, and canopy weight plates. These items must be secured to the leg they are weighing down.

**ANY TENT OR CANOPY OVER 120 SQ. FT. WILL REQUIRE A PERMIT.**

*"Home for a Day or a Lifetime"*

## General Safety Guidelines for Cooking at Public Events

*Cooking under a tent or canopy will be allowed if the following conditions are met:*

- ❖ The tent or canopy has a current flame propagation performance treatment certificate or has an inherently fire-resistive (IFR) certified tag.
- ❖ The tent/canopy cannot be used for an assembly if cooking.
- ❖ The tent/canopy must be clean; no accumulation of grease will be allowed.
- ❖ The tent/canopy must be open; no side will be allowed.
- ❖ The tent/canopy is NOT open to the public; only vendors are allowed under the tent/canopy.
- ❖ Public may approach the opposite side of the tent or canopy from where the cooking equipment is to purchase items.
- ❖ Only properly maintained cooking appliances are allowed to be used.
- ❖ The cooking appliances will be required to be located as close to the tent edge as possible.
- ❖ Combustibles must be a minimum of 3 feet away from the cooking appliance.
- ❖ Any cooking operation that involves grease-laden vapors must have a Class K Fire extinguisher in addition to a **2A:10BC** fire extinguisher within 30 feet. The extinguisher must be visible and unobstructed.
- ❖ All fire extinguishers must have a current annual inspection service tag from a licensed fire extinguisher company.
- ❖ No grilling with charcoal or wood is allowed under any tented structure.
- ❖ Any solid fuel appliances should have a cover (grills and pits).
- ❖ Outside BBQ pits with stacks must have a 5ft. clear circumference from combustible, a 15 ft. clearance above the stacks and 10 ft. from any structure.

Michael Scoggins  
Interim Chief Fire Marshal  
Hinesville Fire Department  
[msscoggins@cityofhinesville.org](mailto:msscoggins@cityofhinesville.org)  
Office: (912) 876-4143

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_



Please note that a site plan is to be provided for all tents and canopies at public events.

Permit Fee: \$25 (per site)

## Tents and Air Supported Structures Permit Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*First M.I. Last*

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Site Information

Type of Event: \_\_\_\_\_

Display Location: \_\_\_\_\_

Display Date(s): \_\_\_\_\_ Display Hour(s): \_\_\_\_\_

Anticipated Number of Participants: \_\_\_\_\_

### Disclaimer and Signature

*I acknowledge that this event/display will comply with the terms and conditions of the permit requirements.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Approving Authority: \_\_\_\_\_ Date: \_\_\_\_\_