



**Frederick County Fire and Rescue Department  
Life Safety Division  
Office of the Fire Marshal**

1080 Coverstone Drive

Winchester, VA 22602

Phone: (540) 665-6350 \* Fax: (540) 678-4739

[www.fcva.us/fmo](http://www.fcva.us/fmo)

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## Tent Permit Application

### INSTRUCTIONS FOR APPLICANT

- Thoroughly read this application and fill out completely.
- A permit issued by the Frederick County Fire Marshal's Office is required for tents greater than 900 square feet or if more than 50 people will occupy the tent.
- Submit this application with all attachments to the Fire Marshal's Office at least 15 days prior to planned use.
- The completed application is to be accompanied by the required and non-refundable fee of \$50 per individual tent or grouping over 900 square feet
- 6-month permit; same tent, vendor, and site

Tent Size	Sides Being Used	Serial # of Tent	Vendor Name	Vendor Phone #	Permit #
	Yes / No				

Event Type/Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Address: \_\_\_\_\_

Property/Building Owner Name (if applicable): \_\_\_\_\_

Property/Building Owner Phone # (if applicable): \_\_\_\_\_

Name of Person Submitting Application: \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

The following items are to be provided as attachments to this application:

- Site Drawing showing tent placement on property
- Floor/seating plan is required for tent(s) showing tables, chairs, stage, and platform if applicable.
- Fire Retardant Certification (for each tent)
- Processing fee of \$50 per tent

I, \_\_\_\_\_ hereby accept full responsibility for the adherence to all requirements of the Frederick County Fire Prevention Code and Chapter 90 of the Code of Frederick County, Virginia pertaining to the above application.

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

Fire Marshal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The completed application and attachments are to be received by the Fire Marshal's Office not less than 15 days prior to planned use and to be accompanied by the required and non-refundable fee of \$50 per tent or grouping over 900 sq.ft. Fee is to be paid in the form of cash or check payable to the Treasurer of Frederick County and is to be submitted to:

**Frederick County Fire and Rescue Department**  
**Office of the Fire Marshal**  
**1080 Coverstone Drive**  
**Winchester, VA 22602**

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**Fire Marshal Office Use Only**

- Fire Retardant Certification (each tent)**
- Site Drawing showing tent placement**
- Floor Plan (each tent)**
- Payment**

## Application Instructions

A permit issued by the Frederick County Fire Marshal's Office shall be required for tents over 900 square feet or if more than 50 people will occupy the tent. Applications for tent permits shall include all the following unless prior arrangements have been made:

### All Tents:

- Signed application showing the tent size and vendor for each tent.
- Fire Retardant Certification for each tent (vendor should be able to provide).
- A detailed site and floor plan for tents with occupant load of 50 or more shall be required with each application for approval.
- The tent floor plan shall indicate details of means of egress, seating capacity, arrangement of seating and location and types of heating and electrical equipment if applicable.
- Site drawing showing adjacent structures, other tents, and relationship to lot lines (one drawing can show all tents for use in same event).
- An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents.
- Smoking is prohibited under all tents. "NO Smoking" signs shall be prominently posted.
- At least one 5lb. multipurpose 2A 10BC portable fire extinguisher shall be hung and tagged within 75 ft. of travel distance.

### Tents with walls or sides:

- Exit signs are required anytime the occupant load exceeds 50 people. Exit signs shall be easily seen via natural lighting or artificial lighting. If artificial lighting is used to illuminate the sign, then the lighting shall be split between two separate electrical circuits or an internally illuminated electrical sign with battery backup can be used.
- Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:
  - Curtains shall be free sliding on a metal support. The support shall be not less than 80 inches above the floor level at exit. The curtain shall be so arranged that, when open, no part of the curtain obstructs the exit.
  - Curtains shall be of a color, or colors, that contrasts with the colors of the tent.
- Minimum Number of Means of exits and minimum widths of exit.

Occupant Load	Minimum Number of Exits	Minimum Width of Each Exit (inches)
10 to 199	2	72
200 to 499	3	72
500 to 999	4	96

- Exit pathway shall be illuminated. If artificial lighting is being used to illuminate the exit pathway, then the lighting shall be split between two separate electrical circuits or emergency lighting with battery backup can be used.
- The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet. The surface of means of egress shall be maintained in an approved manner.

### Cooking and Heating:

- Heating and cooking equipment tanks, piping, hoses, fittings, valves, tubing, and other related components shall be installed as specified by the applicable building code and shall be approved.
- Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- Cooking tents with sidewalls or drops where cooking is performed shall be separated from other tents or members structures by not less than 20 feet.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent.
- Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than 10 feet.
- Portable LP-gas containers shall be located outside and securely fastened in place to prevent movement.

Open flames are prohibited. Candles, lanterns, and similar decorations may be approved on a case-by-case basis.

This list covers the most common items related to these occupancies. Not all these items apply to every location, and some have additional specific requirements. If you have questions related to a specific use or operation, please contact the Fire Marshal's Office for assistance.

Approval of a temporary tent or membrane structure is finalized through a site inspection by the Building Inspections Office and the Fire Marshal's Office prior to use of the tent. Please call both offices to schedule an inspection.

**AN INCOMPLETE APPLICATION IS SUBJECT TO RETURN WITHOUT FURTHER PROCESSING**