



# TEMPORARY TENT PERMIT APPLICATION

139 S. Kirkwood Rd. Kirkwood, MO 63122  
Phone (314) 822-5823

WHERE COMMUNITY AND SPIRIT MEET®

The applicant must obtain City Council approval for the installation of a temporary structure prior to the issuance of a permit. Please contact the City Clerks' office to obtain approval at **314-984-5941**

**ADDRESS of EVENT** \_\_\_\_\_

*Type of Event* \_\_\_\_\_ *Zoning District* \_\_\_\_\_ *Permit#* \_\_\_\_\_

**Please Choose:**  *Single Family*  *Multi-Family*  *Commercial*  *Institutional*  
**Please Choose:**  *Tent*  *Canopy*  *Air-supported Membrane Structure*

**APPLICANT/RESPONSIBLE PARTY**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**TENT COMPANY / INSTALLER**

Name: \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone: \_\_\_\_\_ License # \_\_\_\_\_ Contact Email \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Times \_\_\_\_\_ Set-up Date \_\_\_\_\_

Size of Tent(s)/ Canopy \_\_\_\_\_ Distance to All Buildings \_\_\_\_\_

*ON-SITE EVENT CONTACT* \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**X** \_\_\_\_\_ **Applicant signature verifying that the property owner's permission has been secured to install the above temporary structure and all City of Kirkwood requirements will be meet.**

Contractor Name Electrical or Mechanical	Kirkwood License #	Phone	Signature

**INFORMATION**

**SMOKING IS PROHIBITED IN OR AROUND TENT**

All tents shall be located a minimum of 15' from ROW & 20' from all lot lines, buildings, vehicles, etc. **COOKING in tent prohibited. Combustibles shall be placed a minimum of 20' from any tent. Minimum one 2A Fire extinguisher is required and one additional extinguisher for each 3000sq. ft. All exits shall be clearly marked, illuminated and kept clear at all times.**

Occupant Load	Maximum Number of exits per tent	Maximum width of each exit (ft) Air Structure
Up to 199	2	6
200 to 499	3	6
500 to 999	4	8
1000 to 1999	5	10
2000 to 2999	6	10
Over 3000	7	10

Submit a dimensional site plan indicating the existing structures on the site as well as the location of the proposed temporary structure. Submit a certificate indicating the materials are treated to render them flameproof. No shavings, sawdust, or other similar combustibles shall be used on the floor. An unobstructed passageway or fire road of not less than 20' and free from guy ropes or other obstructions shall be maintained on all sides of all tents or canopies. Tents and Canopies shall be adequately roped, anchored and braced to withstand the elements of weather against collapsing.

Building  Zoning  Fire  Council by \_\_\_\_\_ date \_\_\_\_\_ comments \_\_\_\_\_

# **City of Kirkwood requirements for Tents, Canopies and other Membrane Structures to be erected**

- 1. Installation of any tent, canopy or membrane structure shall comply with the most the 2009 International Fire Code and amendments to the 2009 International Building Code.**
- 2. Submit a scaled detailed site plan showing lot lines, buildings, and all other structures, parking areas, and proposed location of tent, canopies and/or other membrane structures.**
- 3. Tents, canopies and/or other membrane structures may not be located within 20' of any lot lines, buildings, other structures, parked vehicles and internal combustion engines. Guy wires and support ropes are considered part of the structure for determining the required distances.**
- 4. Certificate of insurance must be presented when applying for permit.**
- 5. Certificate of Flame treatment must include name and address of owner, date of last treatment, name of chemical applied and test agency/standard used for fabric testing.**
- 6. Installation of any of the above may not impede or obstruct any required parking, travel lane and/or clear site at intersections.**
- 7. Hay, sawdust and shavings are prohibited in any tent, canopy or membrane structure.**
- 8. Combustible materials may not be stored within 20' of any tent, canopy or membrane structure. Combustible vegetation is prohibited within 20' of any tent, canopy or membrane structure. All trash containers shall be of non-combustible material. Trash must be removed daily during period used for public use.**
- 9. If the tent is enclosed with side curtains, all exits shall be furnished with illuminated exit and emergency lights as required by the Fire Marshal. The minimum exit isle width shall be 44 inches in the public areas.**
- 10. Smoking is prohibited within or around any tent, canopy or membrane structure. No smoking signs must be posted on all sides of any tent, canopy or membrane structure.**
- 12. Open flames, devices emitting flames, fire, heat, heaters, combustible liquids, gases, charcoal or cooking are prohibited within or around any tent, canopy or membrane structure. Cooking tents shall be separated from all other tents by 20 feet.**
- 13. Class 2-A fire extinguishers must be available within any tent, canopy or membrane structure.**
- 14. Items stored under any tent, canopy or membrane structure must have at least 3'+ clearance between the fabric and contents.**
- 15. Generators and/or any internal combustion source must be at least 20' + from any tent, canopy or membrane structure. Flammable and combustible liquids shall be approved by the Fire Official.**
- 16. Standby Personnel. The Fire Official may require emergency personnel and crowd managers to maintain public safety within the confines of the structure.**