



Temporary Membrane, Structure or Tent

Any business within the City of Midwest City that proposes to install a temporary membrane structure or tent (size equals 400 square feet or greater or food tent any size) will be required to obtain a permit prior to operation; and, shall be required to maintain an annual operational use permit through the Midwest City Fire Marsh's Office.

Permits Required

An operational use permit is required for the installation of a temporary membrane structure or tent. A permit is valid from the time of issuance for a maximum of 180 days. The duration of the request shall be stated during the initial application and will only be valid for the dates listed on issued permit.

Initial Application

Prior to installation of any temporary membrane structure or tent in the City of Midwest City, an operational permit shall be obtained through the Fire Marshal's Office.

Submittal Requirements:

- Complete application process and submit the following with the application:
- **A \$100 permit fee (Not prorated or refundable)**
- NFPA 701 flame propagation certificate OR documentation the fabric has been treated with a fire-retardant material per the requirements of NFPA 701
- Provide a detailed site plan and floor plan
- Seating Capacity and layout

Requirements

The requirements for installation follow the International Fire Code (IFC), 2015 Edition. This is not an exhaustive list, and it shall be the responsibility of the owner/operator to ensure compliance with all codes and standards.

DISTANCE REQUIREMENTS

- A minimum of 20-foot clear width shall be provided around the tent, and shall be no closer than 20 ft. to lot lines, buildings, other temporary structures or vehicles. Support ropes and guylines are not included
- A minimum of 10-foot clearance shall be provided to adjacent mobile food vending units.
- A minimum of 20-foot clearance shall be provided to generators or other internal combustion power sources
- Generator fueling must be conducted in an approved location and away from the public
- Shall remain clear of fire lanes and not block any fire apparatus

SIGNAGE REQUIREMENTS

- Approved "NO SMOKING" signs shall be posted
- Exit signs shall be self-luminous or shall be internally or externally illuminated

COOKING TENTS

- LP-Gas containers (Propane) shall not be located within the tent and shall be a minimum of 10 ft. from all tents, canopies or membrane structures
- Flammable or combustible liquids shall not be located within a tent, canopy or membrane structure and shall be located a minimum of 50 ft. away



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- Cooking and heating equipment shall not be located within 10 ft. of an exit

FIRE PROTECTION

- A minimum of one 2A-10BC fire extinguisher shall be provided for each tent less than 3,000 sq. ft. or less than 75 ft. across.

GENERAL REQUIREMENTS

- Smoking, cooking or use of open flames in the tent shall not be permitted. If cooking is to be used, a separate dedicated cooking tent operation shall be used. Additional requirements shall apply.
- Exits, with a minimum width of 6 ft. each, shall be provided and kept clear at all times. The number of exits shall be determined by the occupant load and IFC Table 3103.12.2.
- Hay, straw, shavings or similar combustible materials shall not be located within any tent or air-supported structure.
- Warming of foods and similar operations using solid flammables or other similar devices that do not pose a fire hazard, shall be permitted.
- A crowd manager may be required for larger events where the total number of persons attending exceeds 1,000 or when determined by the Fire Marshal.
- The minimum number of crowd managers shall be established at a ratio of 1 for every 250 persons.

Any person of business operating a temporary membrane structure or tent that violates this shall be subject to violations and fines in accordance with IFC Section 109.



Temporary Membrane, Structure or Tent – APPLICATION

A permit is required in accordance with Section 105.6 of the 2015 International Fire Code for the installation and utilization of a temporary membrane, structure or tent. Return this application and information requested for review to the Midwest City Fire Department located at 8201 E Reno Avenue, Midwest City, OK 73110.

Date of Application: _____

Business Name and Location

Name: _____

Address: _____

Dates of Event: _____

Emergency Contact: _____

Email Address: _____

Business Phone: _____ Mobile/Cell: _____

List of the operational requirements can be found on the forms attached to this application.

Any change, modification or addition from the conditions of this permit must be reviewed for modifications and impact upon the original permit conditions.

This permit must be clearly posted in a conspicuous place, or as mandated by the Fire Code Official and available upon request.

Failure to comply with the provisions of this permit, or when a violation is found by inspection, will result in revocation of this permit and/or issuance of a citation.

I, *(Print Name)* _____ have read and understand the permit conditions for approval of this permit. I also understand that any variances to the conditions without the approval from the Fire Marshal's Office may result in a failed inspection and additional fees and/or citations assessed in accordance with the City of Midwest City Codes and Ordinances.

Signature _____ Date _____

OFFICIAL USE ONLY	
\$100 Permit Fee Paid: _____	Approved/Received By: _____