



**TOWN OF ESSEX**  
**Office of the Fire Marshal**  
Essex Town Hall  
29 West Avenue, Essex, CT 06426

Phone: 860-767-4340 ext. 146  
Fax: 860-767-8509

**TEMPORARY MEMBRANE STRUCTURE CHECKLIST**  
**THIS IS ONLY A CHECKLIST AND NOT A PERMIT**  
**A FORMAL TENT PERMIT MUST BE OBTAINED FROM THE BUILDING**  
**DEPARTMENT**

**PROPERTY INFORMATION**

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**INSTALLER INFORMATION**

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

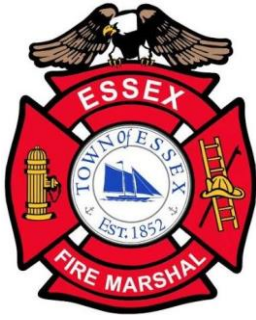
**TENT OR MEMBRANE STRUCTURE**

LOCATION OF INSTALLATION: \_\_\_\_\_

SIZE OF EACH STRUCTURE: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

SETUP DATE \_\_\_\_\_ TAKEDOWN DATE \_\_\_\_\_

**REMINDER STRUCTURES THAT ARE UP FOR MORE THAN 180 DAYS ARE  
CONSIDERED PERMANENT STRUCTURES AND ARE SUBJECT TO PERMANT  
STRUCTURE REQUIREMENTS.**



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- ◆ Site plan showing proposed location of tent(s) or membrane structure(s) and distances from buildings.
- ◆ Application shall include a copy of the fire-retardant certificates for each tent, membrane structure or sidewalls.
  - ◆ An inspection must be requested and completed with the Fire Marshal onsite after structure has been erected before the final approval for the permit will be issued.
- ◆ Fire apparatus access shall be provided to each tent or membrane structure.
- ◆ Tents or membrane structures shall not be located within 20 feet of property lines, buildings, and other tents or membrane structures used for cooking, parked vehicles or internal combustion engines. Exception: Separation distance between tents or membrane structures, not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet. Membrane structures or tents exceeding 15,000 square feet shall be separated not less than 50 feet from any other tent or structure as measured from the sidewall of the tent unless connected by a corridor.
- ◆ For the purpose of determining required distances, support ropes and guide wires shall be considered as part of the temporary membrane structure, tent or canopy.
- ◆ Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing, documentation of structural stability shall be furnished upon request.
- ◆ Floor coverings, bunting, combustible decorative materials and effects, including sawdust used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner.
- ◆ Tents and membrane structure shall have a permanently affixed label bearing the following information: 1. Names and address of the owners of the tent or air supported structure. 2. Date the fabric was last treated with flame-retardant solution. 3. The trade name or kind of chemical used in the treatment. 4. Name of person or firm treating the material. 5. Name of the testing agency and test standard by which the fabric was tested.
- ◆ A minimum of one portable fire extinguishers shall be provided and one additional fire extinguisher for every 3000 square foot.



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- ◆ Seating arrangements in tents or membrane structures and allowed occupant load shall be in accordance area of assembly requirements in chapter 10 of the Connecticut State Fire Safety Code.
- ◆ Exits shall be spaced at approximately equal intervals around the perimeter of the temporary membrane structure, tent or canopy and shall be located such that all points are 100 feet or less from an exit. Every tent and membrane structure or usable portion thereof shall have at least one exit and not less than the number of exits required.
- ◆ Exit openings from tents shall remain open unless covered by a flame-resistant curtain, provided: 1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 8 feet above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtains obstructs the exit. 2. Curtains shall be of a color, or colors, which contrasts with the color of the tent.
- ◆ Exits shall be clearly marked and exit signs provided when the occupant load exceeds 50 or more. Exit signs shall be listed and labeled in accordance with UL 924 and shall be the internally illuminated type or externally illuminated in accordance with the NC Fire Code.
- ◆ The means of egress shall be illuminated with light having an intensity of not less than 1-foot candle (11lux) at floor level while the structure is occupied. Fixtures required for the means of egress illumination shall be supplied from a separate circuit or source of power.
- ◆ Smoking shall not be permitted in temporary membrane structures, tents and canopies or in adjacent areas where hay, straw, sawdust or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.
- ◆ Fireworks, open flames and devices capable of igniting combustible materials shall not be used in or adjacent to a temporary membrane structure, tent or canopy, unless otherwise approved.
- ◆ Cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved or in accordance with the Mechanical Code. Exception: Operations such as warming of foods, cooking demonstrations and similar operations, which do not present an ignition hazard.
- ◆ Cooking and heating equipment shall be vented to the outside air by approved means. Where vents or flues are used, all portions of the temporary membrane structure, tent, or canopy shall be no less than 12 inches (305 mm) from the flue or vent. Solid-fuel-burning equipment shall be equipped with spark arrestors having openings not exceeding 1/4- inch.



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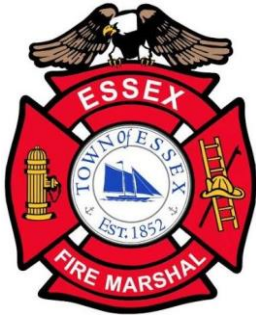
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- ◆ Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- ◆ Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of 20 feet.
- ◆ Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a temporary membrane structure, tent or canopy.
- ◆ Flammable-liquid-fueled equipment shall not be used in temporary membrane structures, tents or canopies. flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from temporary membrane structures, tents and canopies.
- ◆ Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents and canopies.
- ◆ Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means.
- ◆ Combustible vegetation shall be removed from the area occupied by a temporary membrane structure, tent or canopy and from areas within 30 feet of such structures. Hay, straw and similar combustible materials shall not be stored inside or within 30 feet of a temporary membrane structure, tent or canopy being used for cooking or public assembly.

**Tents or temporary membranes must be inspected by  
the Fire Marshal for final approval**



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**REFERENCED**

**Connecticut State Fire Code Chapter 31 tents and other membrane structures**  
**2018 Edition**

**3103.2 Approval required.** Tents and membrane structures having an area in excess of 400 square feet (37 M2) shall not be erected, operated or maintained for any purpose without obtaining approval from the fire official.

**Exceptions:**

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides without sidewalls, drops or other physical obstructions on 75 percent or more of the perimeter that comply with all of the following:
  - 2.1. Individual tents having a maximum size of 1800 square feet (167 m2).
  - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 1800 square feet (167 m2) total.
  - 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.
3. Funeral tents and curtains or extensions attached thereto, when used for funeral services.

For more information, please contact the Office of The Fire Marshal John Planas at 860-767-4340 ext.146 or by email at [jplanas@essexct.gov](mailto:jplanas@essexct.gov).