



CITY OF BRANSON FIRE RESCUE

Tent Permit Application

CITY OF BRANSON AMENDED MUNICIPAL ORDINANCE FIRE PREVENTION CHAPTER 42 AND ADOPTED INTERNATIONAL FIRE CODE.

TENT PERMIT FEE: \$85.00 FIRST WEEK, \$62.00 EACH CONSECUTIVE WEEK
IF TENT IS INSTALLED/REMOVED BEYOND DATES SPECIFIED ADDITIONAL FEES WILL BE INCURRED
ALL FEES ARE TO BE PAID AT FINANCE DEPARTMENT AT CITY HALL

PLEASE FILL OUT THE FOLLOWING APPLICATION AND RETURN IT TO THE BRANSON FIRE ADMINISTRATION OFFICE NO LATER THAN ONE WEEK PRIOR TO THE EVENT.

1103 WEST STATE HIGHWAY 76, OR FAX IT TO (417) 334-3349.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (417) 243-2780

Event Sponsor: _____

Event Address: _____

Event Contact Name: _____ Phone: _____

Event Contact Email Address: _____

Tent Vendor Company: _____ Phone: _____

Installer Name: _____ Phone: _____

Description of the Event: _____

Tent Set-up Date: _____ Tear Down Date: _____

Event Start Date: _____ Event End Date: _____

Hours of Operation: _____

Number of Tents: _____ Sizes: - - - - -

Occupancy Load(s) Per Tent(s): - - - - -

Type(s) of tent(s): Frame Pole Tension Other

Interior Set-up: Chairs Only: Table & Chairs Merchandise Display Other

Indicate if tents will be staked or ballasted: _____ Indicate which tents will have sidewalls installed: _____

Food Preparation Heating Other heat or open flame

ATTACH THE FOLLOWING ITEMS:

- Aerial View Site Plan with Tent location marked with measurements from structures or roads.
- Staking or Ballasting Plan
- Sketch of the Interior Set-Up (if known) with exits marked if tent has drop down sides.
- Tent Flame Resistant Certificate.
- Wind load information from the manufacturer's manual or engineer's installation instructions.

The undersigned hereby applies for a permit to erect a temporary tent/canopy for an event, and has been given a copy of the guidelines for tents/canopies.

Applicant Printed Name

Applicant Signature



CITY OF BRANSON FIRE RESCUE

Commercial Tent Inspection

THIS FORM SHALL BE PROVIDED TO THE FIRE CODE OFFICIAL AT TIME OF INSPECTION

Please List Three Emergency Contact Numbers:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Maximum Predicted Wind Speed for Event _____ MPH (National Weather Service)

TENT INSTALLATION CHECKLIST

- NO YES Staking/Ballasting Plan Available On Site
- NO YES Staking/Ballasting meets requirements of Staking/Ballasting Plan
- NO YES Tent is in good conditions (no major tears, rips, etc)
- NO YES Stakes are color coded OR ballasts are permanently marked with weight of ballast
STAKE LENGTH: **RED 32" to 39"**; **YELLOW 40" to 47"**; **GREEN 48" or more**
- NO YES Stakes are a minimum of 1" in diameter
- NO YES Stakes are embedded sufficiently
EMBEDMENT: **RED 28"**; **YELLOW 34"**; **GREEN 36"**
- NO YES Maximum Stake Exposure is met (Max amount stake is exposed above the ground)
EXPOSURE: **RED 4"**; **YELLOW 6"**; **GREEN 12"**
- NO YES Stake driven VERTICALLY between 0 and 15 degrees away from tent
- NO YES All legs are anchored down (ballasted or staked)
- NO YES Tie-Down/Ratchet Straps are positively locked (spring loaded catch / other approved mechanism)
- NO YES Tie-Downs/Ratchet Straps marked with manufacturer's minimum 3,000lbs load rating
- NO YES Tie-Downs attached within 2" of the ground but in no case more than 4" above the ground
- NO YES Ropes are at least 1/2" in diameter
- NO YES Ropes are in good condition
- NO YES All Ropes are connected / secured / tied off
- NO YES Knots utilized are appropriate and secure (IFAI Procedural Handbook)
- NO YES No more than two ballast blocks per leg (unless blocks are positively locked together)
- NO YES Fire Extinguisher present, tagged, and inspected within last 12 months.
- NO YES Required EXIT sign(s) in place.
- NO YES Required Emergency Lights in place
- NO YES Required separation from heat/flame producing devices (heaters and cooking devices that are approved)
- NO YES Side Wall Panels are a contrasting color and approved attachment to tent
- NO YES Signage posted at tent entrance to state "*Tent MUST BE EVACUATED when winds reach or exceed 45MPH*"
- NO YES Required Fire Department Access in place

Inspected by: _____ Date: _____

Re-inspection

Reason for re-inspection: _____

Re-inspection date: _____ Re-inspection time: _____

Re-Inspected by: _____