

MCKINNEY FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

**Permit and Submittal Requirements for  
Canopies, Tents & Membrane Structures**



If you have any questions or comments regarding the information contained within, or if you need assistance interpreting these requirements, please contact:

McKinney Fire Department  
Fire Marshal's Office  
2200 Taylor-Burk  
McKinney, Texas 75071  
[www.mckinneyfire.org](http://www.mckinneyfire.org)  
Tel: (972) 547-2850  
Fax: (972) 547-2858

Plan Review/Engineering Questions: (972) 547-2862  
Inspection Requests & General Questions: (972) 547-2850

JUNE 2014  
REV.02

**MCKINNEY FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE**

# **TENTS, CANOPIES AND MEMBRANE STRUCTURES**

These guidelines are to be followed when a group, facility, residential subdivision, or multi-family dwelling unit, within the City of McKinney, requests the use of a temporary structure. A temporary structure shall be a tent, canopy, air-supported, air-inflated or tensioned membrane structure.

## **WHEN REQUIRED**

1. A permit shall be required when the membrane structure has an area in excess of 400 sq. ft.
2. For uses where several smaller tents (10 ft. X 10 ft.) are used and these are located directly adjacent to one another, a permit may be required subject to the review of the Fire Marshal. In no case shall more than 3 10 ft. X 10 ft. tents be located adjacent to each other.

## **DEFINITIONS**

3. **Canopy:** A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.
4. **Membrane Structure:** An air-inflated, air-supported, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent or canopy.
5. **Tent:** A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

## **CROWS MANAGER**

6. A crowd manager may be required for larger events where the total number of persons attended exceeds 1,000, or when determined by the Fire Marshal.
7. The minimum number of crowd managers shall be established at a ratio of 1 for every 250 persons.

## **TENT/CANOPIES REQUIREMENTS**

8. A minimum of 20 ft. 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 guy wires are not included. Exceptions apply for tents that do not provide cooking operations and comply with Section 2403.8.
9. The structure shall not be located within a fire lane or public street, unless approved during the permitting process.
10. Fire apparatus access roads shall be provided.
11. 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.
12. Approved "No Smoking" signs shall be conspicuously posted.
13. 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 Table 3103.12.2. Exit signs shall be self-luminous or shall be internally or externally illuminated.
14. A minimum of a 12 foot "fire break" shall be provided around the exterior of the tent/membrane structure that is free of guy ropes or other obstructions.
15. Certification or affirmation of the following shall be provided from the manufacturer or providing agency:
  - a. Fire resistance rating provided.

# TENTS, CANOPIES AND MEMBRANE STRUCTURES

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- b. Date last treated.
- c. Type of chemical.
- 16. Hay, straw, shavings or similar combustible materials shall not be located within any tent or air-supported structure.
- 17. Open flame or other devices emitting flames, fire or heat or any flammable or combustible liquids, gas, or charcoal shall not be permitted under the tent or located within 20 ft., unless specifically approved and permitted.
- 18. Warming of foods and similar operations using solid flammables or other similar devices that do not pose a fire hazard, shall be permitted.
- 19. If heating and cooking devices are approved, they shall not be located within 10 ft. of an exit or combustible materials. These distances may be increased based upon the type and hazard of the cooking.
- 20. 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.
- 21. A minimum of 3 ft. clearance shall be provided from the inside material of the tent, canopy or membrane structure and the interior contents.
- 22. All applicable requirements of Chapter 31, Tents and Membrane Structures shall be met.

## COOKING TENTS

- 23. Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 ft.
- 24. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 ft. of a tent, canopy or membrane structure.
- 25. 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.
- 26. 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.
- 27. Cooking and heating equipment shall not be located within 10 ft. of an exit.

## INSPECTION REQUIREMENTS

- 28. The permit shall be valid only for the dates specifically requested and indicated on the issued permit.
- 29. Verification of compliance and inspection by the Fire Department shall be required PRIOR to use;
- 30. All required exits shall be available and kept clear.
- 31. Fire extinguishers must be in place and operable.
- 32. Fire resistance label shall be displayed.
- 33. No combustibles or heating/cooking devices within the tent, unless specifically requested, approved and permitted.
- 34. Additional inspections based upon the use and hazards.

To expedite the plan review and inspection processes, please refer to the information listed below.

## PERMITTING REQUIREMENTS

- 35. Provide a written description of the use and intent of the temporary structure.
- 36. Provide a detailed Site Plan and Floor Plan.
- 37. Indicate if the temporary structures will be tents or canopies.
- 38. Indicate details of the means of egress and egress pathways under the temporary structure.
- 39. Seating capacity and layout.
- 40. Site plan drawings of the installation location and layout, including primary and emergency power hookups.

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41. Copies of the NFPA 701 flame propagation certificate OR documentation the fabric has been treated with a fire retardant material per the requirements of NFPA 701.
42. The submittal package must include and identify all above requirements.
43. No tents, canopies or membrane structures shall be erected on the site until a Permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of Section 113.3 of the 2012 International Fire Code.

## GENERAL SUBMITTAL REQUIREMENTS

44. Each submittal shall have a completed McKinney Fire Department Plan Review Permit Application.
45. Plans approved by the Fire Marshal's Office give authorization for installation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal's Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances.
46. All fire department inspection forms and permits shall be kept on the job site until final inspection.
47. All installations shall comply with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal's Office.

All tents, canopies and membrane structures for the purposes of this guideline and any other guidelines or requirements of the Fire Department shall conform to the 2012 International Fire Code, as adopted and amended by City of McKinney.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of McKinney, or determinations and positions of the Fire Chief or Fire Marshal.

# Fire Protection Plan Review Permit Application

McKinney Fire Department  
Fire Marshal's Office



Date of Application \_\_\_\_\_  
Building Permit Number \_\_\_\_\_

2200 Taylor-Burk  
McKinney, TX 75071  
972-547-2850 Tel  
972-547-2858 Fax

Application must be completed in full. Failure to provide any of the information may result in a delay of the plan review and the rejection of the application. This application is for permit issuance only. A permit will be issued upon the review and approval of plans for which this application is intended.

**Project Information - Submittal will not be accepted without the correct address & Building Permit Number**

Square Footage: \_\_\_\_\_

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

**Company Information**

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Requested Plan Review - Please use a separate application for each submittal type**

First Submittal: <input type="checkbox"/>	Second Submittal: <input type="checkbox"/>	Third Submittal: <input type="checkbox"/>	Fourth Submittal: <input type="checkbox"/>
New Construction: <input type="checkbox"/>	Modification/Addition: <input type="checkbox"/>		
Fire Sprinkler System: <input type="checkbox"/>	Fire Alarm System: <input type="checkbox"/>		
Underground Fire Main: <input type="checkbox"/>	New System: <input type="checkbox"/>	Modification: <input type="checkbox"/>	
New System: <input type="checkbox"/>	Fixed Extinguishing System: <input type="checkbox"/>		
Modification: <input type="checkbox"/>	Commercial Kitchen Hood: <input type="checkbox"/>		
Standpipe: <input type="checkbox"/>	Spray Booth: <input type="checkbox"/>		
Fire Pump: <input type="checkbox"/>	Clean Agent: <input type="checkbox"/>		
Foam/Pre-Action: <input type="checkbox"/>	Other: <input type="checkbox"/>		
Propane Exchange/LPG Tank: <input type="checkbox"/>	Compressed Gases: <input type="checkbox"/>		
Access Control Gates: <input type="checkbox"/>	Tent/Membrane Structure: <input type="checkbox"/>		
Access Control System: <input type="checkbox"/>	Smoke Control/Pressurization: <input type="checkbox"/>		
Hazardous Materials: <input type="checkbox"/>	Aboveground/Underground: <input type="checkbox"/>		
High-Piled Storage: <input type="checkbox"/>	Liquid Storage Tank: _____		
	Size and Number of Tank(s): _____		

Valid permit and approved plans must be maintained on the job site at all times. Failure to obtain a permit prior to beginning work or failure to provide the plans and permit to the field inspector may result in a citation and failed inspection

Please allow a minimum of one (1) business week for the McKinney Fire Marshal's Office Plan Review Process

**I have read and understand the responsibilities stated therein:**

\_\_\_\_\_  
Signature of Applicant