



## TENTS, CANOPIES AND OTHER TEMPORARY STRUCTURES



This handout is intended to give guidance for when permits are required for temporary structures and membrane (tent-like) structures on **commercial private property**. Temporary structures for this purpose are those that are erected or in place for less than 180 days.

NOTE: For a streatory that is located in the right-of-way, a street use/ streatory permit is needed instead of a building or fire permit. However, the same temporary structure guidelines apply and will be incorporated into the review and approval of the streateries permit.

### Building Permits

Any structure, including tents or other membrane structures, erected on (or connected to) a building, balcony, deck or other structure for **any** period of time require a **Building Permit** and are subject to the **building code**. Building permits for structures not meeting the full structural requirements of the building code will be limited in duration.

### Operational Permits

Tents or other membrane structures **not** erected on (or connected to) a building, balcony, deck or other structure require an **Operational Permit** from the Fire Department. Operational permits for temporary tents and canopies may remain in effect until the coronavirus restrictions are lifted, but may be revoked by the fire marshal or building official at any time for cause.

### Guidelines for the use of canopies and other temporary structures.

- Tents and canopies are limited to 400 SF in size under an operational permit.
- Multiple tents are limited to a combined aggregate area of 700 SF without a 10' separation.
- Flame retardant label or certificate is required for ALL tents and canopies.
- Open flames such as candles, torches, fire pits, etc. are not allowed.
- Fuel burning heaters are not allowed unless approved by the fire marshal.
- Electrical cords (single cord only) must be rated for the appliance and secured out of traffic areas.
- Tents and canopies must be anchored at all corners with a minimum 40-pound weight
- Tents and canopies shall not impede access to and use of accessible parking stalls.
- Tents and canopies must be fully open to the air on at least one side. If the open side is less than 8 linear feet, a second side must have ventilation.
- All governor-issued orders and guidelines related to COVID 19 must be observed.
- Tents and canopies will be subject to an inspection by the fire marshal prior to occupancy.

Building permits and Operational permits may be obtained by applying online at the following link. <https://mybuildingpermit.com/>. On the website use the following selection items to apply:

BUILDING PERMIT*	OPERATIONAL PERMIT
• Application Type: <i>Building</i>	• Application Type: <i>Fire</i>
• Project Type: <i>Any Project Type</i>	• Project Type: <i>Any Project Type</i>
• Activity Type: <i>PreApplication Services</i>	• Activity Type: <i>Special</i>
• Scope of Work: <i>None</i>	• Scope of Work: <i>Temporary Tent</i>
*Contact <a href="mailto:OnlinePermits@edmondswa.gov">OnlinePermits@edmondswa.gov</a> for submittal authorization code.	

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### Application Submittal Requirements:

- 1) Site plan, including location and type and size of tents, and how they will be anchored to the ground.
- 2) Floor Plan, including seating layout and exit locations, location and types of heaters
- 3) Flame retardant certificate.

For more info, contact: [onlinepermits@edmondswa.gov](mailto:onlinepermits@edmondswa.gov)

### Heaters

- Heaters must be listed and used in accordance with manufacturer's instructions.
- Fuel burning/flame producing heaters are not allowed unless approved by the fire marshal.
- Liquid Propane heaters must be radiant type heaters.
- Liquid Propane cylinders shall be 20 pounds or less, and provided with tip over protection.
- Only one cylinder is allowed per heating device.
- Cylinders shall be no more than 6 feet from heating device.
- Refilling of LP cylinders on site is prohibited unless performed by a certified LP gas supplier.
- Radiant heaters must be located no closer than three feet from combustibles, including the tent or membrane structure.
- Electric heaters are allowed with appropriate electrical cords.
- Electrical cords for lighting or heaters shall be a minimum size 12-2 with ground, and UL approved for outdoor use. All cords shall be free of splices, cuts or breaks in outer sheathing. Only UL or other agency approved strip plugs with integral circuit breaker may be used.
- Electrical cords must be properly protected from damage.
- Tip over switches are required on all heaters.

For more information on heaters, contact South County Fire at 425 775-7720