



Town of Preston
 Building Department
 389 Route 2
 Preston, CT 06365

Date Stamp
Permit #

Building Official building@preston-ct.org 860-887-5581 x130
 Admin Assistant buildingassistant@preston-ct.org 860-887-5581 x103

Temporary Tent Event Permit Application

Property Location _____
 Property Owner _____ Phone _____
 Applicant _____ Phone _____
 Address _____
 City _____ State _____ Zip _____
 EMAIL _____ Install date _____ Removal date _____

Date of Event		Commercial	Residential
Tent Size		Tent Capacity	
Tent Use	Wedding	Meeting	Retail Sales
	Food Preparation (without cooking)		Vendor Supply
	Other Gatherings: _____		

Must Be Included with Application

- Tent Seating Layout
- Copy of Tent Material Tag or Compliance Certificate

Print Name _____ **Signature** _____ **Date** _____

Requirements

Tents come in various sizes and shapes and are used for a variety of purposes. This information list is provided to assist with the Building AND Life Safety Codes as required by the State of Connecticut and enforced by the Fire Marshall and Building Inspector. The Building and Fire Codes do not apply to tents less than 200 square feet in size (except cooking tents) used for private or commercial purposes such as weddings, event registrations, funerals, temporary shelters, and similar uses.

Fire Marshal _____ Date _____
 Zoning Official _____ Date _____
 Health Department (as required) _____ Date _____

Permission is hereby granted to the applicant to erect a Temporary Tent Structure or the occupancy and use as noted and described in the application on file and attached herein including all provisions of the Connecticut State Building Code as well as all other applicable laws and rules pertaining to this work.

Building Inspector _____ Date _____

Office Use Only

Total Fees Due	Date Fees Received	Cash/ Check #

Please Review the Following Information for Building Code and Life Safety Provision:

Flame-resistant Treatment – Tents and/ or canopies must be composed of flame-resistant material or shall be treated with an approved flame retardant in a manner that meets the requirements for flame resistance as determined in accordance with NFPA 701. The permit application must be accompanied with documentation certifying the tent and related components such as sidewall drops, canopies, floor coverings, etc. are flame retardant.

All tents must be anchored to the ground and secured to prevent collapse and/or rollover during high winds.

Public Restrooms – Public restrooms in the form of portable toilet facilities, to include handicap accessible facilities, may be required depending upon the tent's duration of use, occupancy and occupant load.

Combustible Materials- If a tent or canopy is used for the gathering of persons for an event or meeting then hay, straw, shavings or similar combustible materials shall not be located within the tent or canopy. Combustible material shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or canopy shall be maintained clear of all combustible materials within 20 feet. Combustible vegetation shall be removed for the area occupied by a tent or canopy and from areas within 30 feet of such structures. Combustible trash shall be removed at least once a day from the tent or canopy during the period the structure is occupied by the public.

Smoking- Smoking is not permitted in tents or under canopies. Approved "No Smoking" signs shall be conspicuously posted within the tent.

Open or Exposed Flame- If the tent or canopy is open to the public then open flames or other devices emitting flame, fire or heat or any flammable or combustible liquid, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or within 20 feet of the tent or canopy.

Cooking Tents - Cooking tents may be permitted only where the public does not utilize or access the tent. Where cooking is performed, it shall be separated from other tents or canopies by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. Warming of foods or limited cooking demonstrations and similar operations that use solid, flammables, butane or other similar devices and which do not pose an ignition hazard may be approved on a case-by-case basis. Flammable-liquid-fueled equipment shall not be used in tents or canopies. LP gas containers or similar flammable fuel containers shall be located outside the tent with safety release valves pointed away from the tent or canopy. Portable LP gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and tent or canopy not less than 10 feet and LP gas containers having a capacity of more than 500 gallons a minimum separation of not less than 25 feet is required.

Separation of Generators- Generators and other internal combustion power sources shall be separated from tents or canopies by a minimum of 20 feet and isolated from contact with the public by fencing, enclosure or other approved means.

Electrical Equipment- All electrical equipment, lighting, outlets, wiring, etc. shall bear a U.L. label or label from an approved testing laboratory and be installed in accordance with the National Electrical Code. Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches thick.

Portable Fire Extinguishers – Portable fire extinguishers shall be provided and their location and size shall be as required by the Town of Preston Fire Marshal. Fire extinguisher stations shall be clearly marked.

Egress and Exits – The number and size of exits shall be based on the occupant load of the tent as determined by the tent use. All paths of egress to tents exits shall be maintained clear of obstructions at all times. Exit signs shall be clearly posted at each exit. Where the tent or canopy is used for seating, the seats, benches or chairs shall be arranged in such a manner that aisles and exit access paths are clearly defined.

When the tent is installed, contact us to schedule an inspection prior to use at (860) 887-5581 x 103.

Please make certain to notify us at least 48 hours in advance.