

## **General Requirements**

1. Temporary membrane structures, tents, and canopies shall be installed in accordance with the 2015 MN State Fire Code, Chapter 31.
2. Permits are required for all temporary membrane structures, tents and canopies having an area in excess over 400 square feet.
3. A minimum of two (2) sets of plans are required. Send or drop off plans and specifications to:

City of Sartell  
Fire Marshal  
125 Pine Cone Road North  
Sartell, MN 56377

4. All plans submitted shall include the following information if applicable:
  - a. Date(s) and time(s) of the event.
  - b. Date and time of the installation and removal.
  - c. Site address
  - d. Emergency contact person and phone number.
  - e. Number of people attending (approximate).
  - f. Size and location of each temporary structure, tent, or canopy.
  - g. Distance to property lines, parking, adjacent structures, combustibles, and any heat or fuel sources.
  - h. Location, number, width, and marking of exits.
  - i. Electrical wiring
  - j. Seating arrangement
  - k. Stage size and electrical requirements.
  - l. Heating/cooling units (size and location)
  - m. Floor covering and type.
  - n. Trash collection locations
  - o. Location, size and type of fire extinguishers.
  - p. Location of NO SMOKING signs
  - q. Location of cooking and serving areas (including placement of stoves/warming devices, fuel supply and storage, distances from exits).

5. The sidewalls, drops, and roofs of all temporary membrane structures, tents, and canopies shall be constructed of flame-retardant material or shall be made flame retardant in an approved manner. Floor coverings, including hay bales, sawdust, and wood chips shall be flame retardant or kept damp. Any bunting or combustible decorations shall be flame retardant.
  
6. Approved certification shall be submitted with the application and maintained on the premises. The certification shall indicate the following:
  - a. Names and addresses of the owners of the tent or air-supported structure.
  - b. Date the fabric was last treated with flame-resistant solution.
  - c. Trade name or kind of chemical used in treatment.
  - d. Name of person or firm treating the material.
  - e. Name of testing agency and test standard by which the fabric was tested.
  
7. Temporary membrane structure, tents and canopies and appurtenances shall be adequately roped, braced and anchored to withstand the elements or weather against collapse. Evidence of such stability shall be provided upon request.