



City of Fridley
Fire Department
6431 University Avenue NE
Fridley, MN 55432
763-572-3621 or 763-572-3612
Fax: 763-572-8825



Temporary Tent, Canopy, Membrane Structure Submittal Requirements

Temporary indoor or outdoor assemblies and temporary use of tents in excess of 200 square feet or canopies in excess of 400 square feet are allowed with a temporary tent/canopy, membrane structure permit. Temporary assemblies and tents shall comply with Minnesota State Fire Code (MSFC), Section 105.6.43 and Chapter 24. For the purpose of this handout, the term "tents" shall include canopies, temporary membrane structures and air supported or air inflated structures.

Submittals not conforming to these requirements will be returned as incomplete.

Submittal documents required:

- 1) A completed permit application signed by the contractor.
- 2) A check made out to the City of Fridley.
(If paying by credit card, please call the office to make arrangements)
- 3) Provide flammability information for membrane structures.
- 4) Provide a fixture and/or seating plan if applicable.
- 5) Provide a scaled set of plans that indicate the location of the following:
 - A. Tents
 - B. Structures
 - C. Temporary tanks
 - D. Heaters
 - E. Cooking equipment
 - F. Fire extinguishers
 - G. Exits
- 6) Provide a detailed description of all activities that will be occurring, the hours of the event and the approximate number of participants.

Inspections Required:

- 1) Pre-Event Inspection

Any questions, please contact the Fire Marshal at 763-572-3621.

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Temporary Tent, Canopy, Membrane Structure Permit Application



Date Received: _____ Permit Number: _____ (For office use only)

Location of Work: _____

Business Name: _____

| | |
|--------------|-----------------|
| Owner: _____ | Phone No. _____ |
|--------------|-----------------|

| | |
|------------------|----------------------|
| Contractor _____ | E-mail Address _____ |
|------------------|----------------------|

Mailing Address _____

| | | |
|----------------------|-----------------|------------------|
| Contact Person _____ | Phone No. _____ | Cell Phone _____ |
|----------------------|-----------------|------------------|

| | |
|--------------------|-------|
| Event Dates: _____ | _____ |
|--------------------|-------|

Description of Work _____

- Additional Submittal Requirements:**
- 1) Provide flammability information for membrane structures.
 - 2) Provide detailed drawing documenting the locations of tent(s), structures, temporary tanks, heaters, cooking equipment, fire extinguishers and exits.
 - 3) Provide a fixture and/or seating plan if applicable.

| | |
|--------------------------------|-------------|
| Signature of Contractor: _____ | Date: _____ |
|--------------------------------|-------------|

This permit is granted subject to compliance with applicable codes, ordinances and regulations governing the above-described operations. This permit is non-assignable and shall be maintained in the place of business or site for which this permit is granted. It shall be the responsibility of the permittee to contact the Fire Marshal's Office for final inspection of the permitted activity.

| | |
|--------------------------------------------------------------|--------------|
| Total # of Tents | |
| Permit Fee | \$145 |
| Plan Review Fee <small>(65% of Permit Fee)</small> | NA |
| Total Permit Fee | \$145 |