

City of Fridley
Fire Department
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Fridley, MN 55432-3111
763-572-3621 or 763-572-3612
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General Rules for the use of Tents, Canopies or Temporary Membrane Structures

Here are some basic rules and fire code guidance for sales, promotional or other events held in the City of Fridley when tents or membrane structures in excess of 200 ft² or canopies in excess of 400 ft² will be used.

Temporary membrane structures, tents or canopies used for these events require a temporary permit for erection and use as stated in the 2015 Minnesota State Fire Code Section 105.7.13 which is available from the Fridley Fire Department. Plan to apply for this permit well in advance of the promotion date. Depending on the event, the Fire Department may also submit the permit application to the City Inspections Department for their approval. Following approval of your permit by the Fire Department, a site inspection will be conducted prior to and following erection of the tent, canopy or temporary membrane structure. Just prior to the event, another inspection will be conducted to assure compliance with applicable Minnesota State Fire Code provisions as shown below:

1. The 2015 Minnesota State Fire Code (MSFC) Chapter 31 governs placement, construction and use of temporary membrane structures, tents and canopies. The following guidelines must be followed when using a temporary membrane structure, tent or canopy for your event. Tents, canopies or temporary membrane structures shall be:

- A. Located a minimum of twenty (20) feet from the property line, buildings, other tents or canopies, parked vehicles or internal combustion engines. **Note: Support ropes or guywires are considered as part of the membrane structure, tent or canopy for distance measurement.**
- B. Located to provide fire apparatus access to the temporary structure(s) at all times.
- C. Adequately braced and anchored to prevent weather-related collapse.
- D. Constructed of flame retardant materials and have a permanently affixed label with the following information:
 - 1) Identification of fabric or material type and size of temporary structure.
 - 2) For flame resistant materials, necessary information to determine compliance with the MSFC.
 - 3) For flame retardant treated materials, the date of the last fire retardant treatment.
 - 4) The trade name and type of flame retardant material used to treat the fabric.
 - 5) The name of the person and firm applying the flame retardant.
- E. Equipped with portable fire extinguishing equipment located inside as required. A minimum fire extinguisher classification of 2A is required for all permitted tents, canopies and temporary membrane structures. Actual travel distance to a fire extinguisher from any location in the tent, canopy or temporary membrane structure shall not exceed 75 feet. If the view of a fire extinguisher is obstructed or obscured, signs shall be installed to readily identify the fire extinguisher location.
- F. Posted with "No Smoking" signs inside the structure and at entrance(s).

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G. Restricted for use of open flames, hot objects or fireworks inside or adjacent to temporary membrane structures, tents or canopies unless otherwise approved by the fire code official.

(1) Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

H. Means of egress for temporary tents, canopies and membrane structures shall be in accordance with the 2015 MSFC, Chapter 31. Occupant load of the temporary structure may not exceed the calculations required by 2015 MSFC and SBC Chapter 10.

2. Additional provisions include the following:

A. Cooking and heating equipment shall not be located within ten (10) feet of exits or combustible materials. Tents where cooking is located must be located at least twenty (20) feet from other temporary structures.

B. Flammable or combustible-liquid or gas-fueled equipment may not be used in temporary structures.

C. Operations such as warming of foods and similar operations which use solid flammables or other similar devices which do not pose an ignition hazard, shall be approved prior to use.

D. Flammable or combustible liquids and gases shall be located a minimum of fifty (50) feet from temporary structures. Refueling operations may be performed in an approved located not less than twenty (20) feet from temporary structures. Refueling operations should also be protected by portable fire extinguishers.

E. Generators and other internal combustion power sources must be located outside a temporary structure and a minimum of twenty (20) feet away. This area must also be isolated from the public by means of an enclosure, fencing or other means approved by the fire code official. If refueling of generators is anticipated during the event, the area should be protected with a portable fire extinguisher.

3. During construction of the temporary structure, combustible vegetation must be removed in the area where the temporary structure will be located and within a thirty (30) foot perimeter of the structure. While using the temporary structure, the floor surface and grounds within thirty (30) feet of the structure must be kept clear of combustible waste.

4. Other code provisions including occupant load, seating, emergency egress paths, aisle widths, placement of means of egress, exit signage and emergency egress illumination may be required for your event.

5. Fire lanes designated for fire apparatus access to permanent structures on the event site must be kept open and clear at all times. This rule includes vehicle access to hydrants, fire department connections on the permanent building, lot driveways and fire apparatus access to and around the permanent structure as well as tents, canopies and temporary membrane structures. No parking signage and yellow restricted parking areas may be ordered and shall be enforced during the event.

6. Temporary barriers may be erected to guide foot traffic or for control of private vehicle access control but are subject to the approval of the fire official conducting the inspection.

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7. LP tanks stored outside for use during the event must be secured in an upright position, protected to prevent tampering and damage by vehicles, located in an approved location and clear of other hazards. Also, safety release valves or pressure relief shall be pointed away from temporary membrane structures, tents or canopies located on the site. Empty LP tanks must be stored and secured in the same manner as full or partially full tanks and prevented from accidental dislodgement or physical upset.

8. Compressed gas tanks, including non-flammable gases, which are intended for use during your event, shall be stored in an upright position and secured to prevent accidental dislodgement or physical upset when placed or used in a tent, canopy or temporary membrane structure.

9. Trash containers which may be used during your event shall be located outside the tent, canopy or temporary structure.

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

Inspections Required:

1. Pre-Event Inspection

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