

# TEMPORARY TENT PERMITTING CHECKLIST

Here is what you need to submit a temporary tent permit with Woodinville Fire & Rescue. If you have questions or need more information, Email [prevention@wf-r.org](mailto:prevention@wf-r.org) or call 425-471-2131

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## DETAILS

Provide detailed scale drawing of tent size, location, interior layout of tables and chairs, size of exits and distances from structures and traffic.

EXAMPLE ONE BELOW

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## DOCUMENTATION

Provide documentation of property owners permission for use outside of tenant agreement.

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## FIRE LANES AND PROTECTION

All fire lanes and fire protection equipment are accessible and clear of all obstructions

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## TRAFFIC

Tents are separated from vehicle traffic (physical barriers when required)

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## SAFETY

No open flames. No flammable liquids or compressed gasses within 10 feet of tent. Occupant load is posted at entrance and provide a minimum of one 2A10BC Fire Extinguisher within 75' of travel.

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## CERTIFICATES

Tent must have flame spread labels or stamp.

EXAMPLE TWO BELOW



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## EXITS

Exits are clearly posted and adequate lighting is in place to maintain a visible path. Gates and barriers do not obstruct exits from tent

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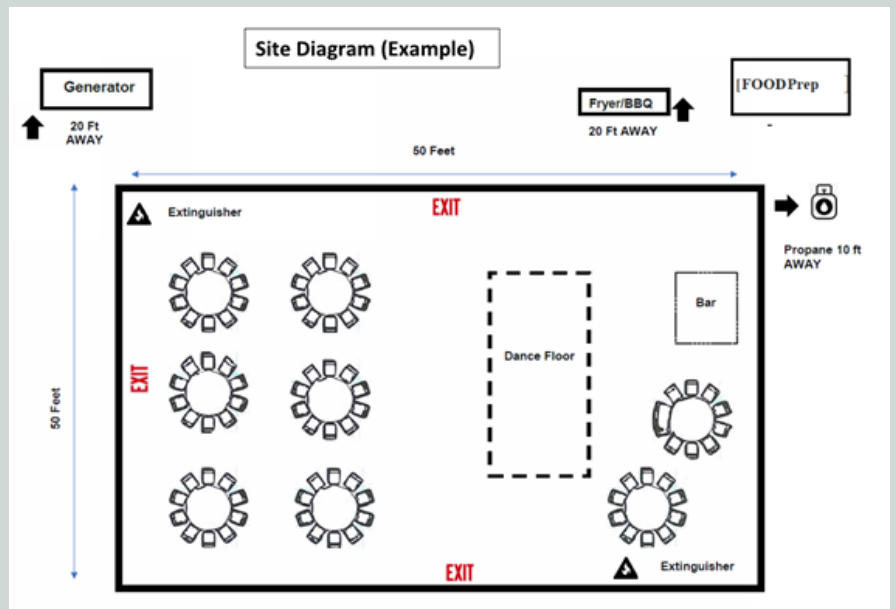
## STABILITY

All tent legs are secured per manufactures recommendations to withstand a minimum 35mph sustained wind. This may be estimated doubling the square footage of the tent and then evenly distributing that weight across tent legs.

**EXAMPLE:** 400 sq.ft tent would require 800 lbs of weight distributed across 8 legs = 100 lbs per leg.

Occupancy will not be allowed if 25mph sustained wind is reached.

# EXAMPLE ONE: SITE DIAGRAM



# EXAMPLE TWO: FLAME SPREAD LABELS OR STAMPS

