



## TENT PERMIT PLAN REVIEW SUBMITTAL REQUIREMENTS

Tents and membrane structures having an area in excess of 399 sq ft and canopies in excess of 400 sq ft shall not be erected, operated or maintained for any purpose without obtaining a permit and approval from the Dallas Fire-Rescue Department Fire Prevention Education and Inspection Division.

The following is required for submitting plans for review to obtain a tent permit:

- Dallas Fire-Rescue Department Tent Permit Plan Review Request Form
- Dallas Fire-Rescue Department Permit Application for Tent Permit
- Special Event Permit from City of Dallas Office of Special Events including street closure approval if applicable
- Written authorization from the Park and Recreation Department if tent is to be erected on city park property or in Fair Park
- Non-refundable permit fee of \$50.00 (check or money order only)
- Three (3) sets of plans, drawn to scale, and containing a detailed site and floor plan indicating:
  - Property lines, location of tent(s) and adjacent structures, permanent improvement on premises, location of exits, means of egress facilities, seating location and arrangement, seating capacity, type of seating, location and type of heating and electrical equipment if applicable, location of tent(s) and number of off-street parking spaces and fire department access roads. **A DETAIL SITE AND FLOOR PLAN REQUIRED FOR ALL OCCUPANT LOADS OF 50 OR MORE – NO EXCEPTIONS**
- A certificate of flame-resistant treatment from a approved testing laboratory certifying that the tents, air-inflated or tensioned membrane structures and their appurtenances, sidewalls, drops and tops of temporary membrane structures, canopies, tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of flame-resistant material or are treated with a flame retardant in an approved manner.

Additional information may be required to ensure the provision of adequate safeguards for the preservation of public health, peace, comfort, and safety.

Please contact Monica Turner at 214-670-3464 for an appointment to submit request for plan review to obtain tent permit.

**SITE PLANS MUST BE SUBMITTED 15 DAYS PRIOR TO EVENT FOR REVIEW AND APPROVAL**