



ARCADIA FIRE DEPARTMENT TENT, CANOPY AND TEMPORARY MEMBRANE STRUCTURES CHECKLIST

Applies to: Tents over 400 square feet, canopies over 700 square feet, or multiple tents placed side by side with an aggregate area of 700 square feet and without a firebreak clearance of 12 feet. Site plan and floor plan must reflect the following requirements and be submitted with application.

- Plans submitted and approved by Arcadia Fire Department.
- Tent/canopy location and layout are according to approved plans.
- Portable 2A:10BC fire extinguishers shall be provided and mounted so that maximum travel distance to any extinguisher does not exceed 75 feet.
- Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials unless approved by the Fire Department.
- Tents where cooking is allowed shall be provided with a Class K extinguisher for cooking equipment.
- Where liquid petroleum gas is used, LPG containers shall be 10 feet from tent/canopy unless approved by the Fire Department. Heating devices shall be kept a minimum of 10 feet from tent/canopy walls.
- Combustible materials such as hay, straw, sawdust, shavings or similar materials are prohibited unless flame retardant.
- Smoking shall not be permitted in tents or membrane structures. Approved NO SMOKING signs shall be conspicuously posted.
- Tents shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustible engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent. *Exception: Separation distance between membrane structures and tents not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.*
- Open flame devices are not permitted unless approved by the Fire Department.
- Combustible vegetation that could create a fire hazard shall be removed from the area occupied by a tent or membrane structure, and from areas within 30 feet of such structures.
- Hay, trash, and other flammable material shall not be stored within 30 feet of any tent/canopy.
- Occupant load sign is posted in a conspicuous location.
- Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points are 100 feet or less from an exit.
- Doorway to remain open or covered by a flame retardant curtain of contrasting color.
- Exit illumination – exits shall be lit at all times when occupied, with lighting not less than one foot candle at floor level.