

TENT PERMIT – GUIDELINE

BCA DIRECTIVE -- 02

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A PURPOSE:
This **BCA Directive** addresses the [Section 3103 \(Temporary Structures\), Florida Building Code](#) requirement to permitting and approval prior to erection any tents larger than 120 SF (Square Feet). This special permit process shall comply with the [USF Building Code Administration \(BCA\)](#) Program.

Submit permit application with Site plan, including tent size (area of tent in SF), intended use of tent and location with relations to any buildings, etc. where it will be placed on campus. Submit the permit application and supporting information to the BCA at USF FM-EHS office, OPM 100, Tampa campus, via fax, email or in person.

B REQUIREMENTS:
Intended use and layout for comments on meeting code compliance shall be included with the following criteria being met.

- 1.0 Emergency Lighting:**
Tents larger than 1,200 SF shall be provided with emergency lighting if the use of the tent is at night per [Section 101.12.2.9.2, NFPA \(Florida Fire Prevention Code\)](#). Battery backup lights that come on upon loss of power are required. Generator Powered lights are not considered emergency lighting without alternate power source.
- 2.0 Stages and Platforms:**
A ramp shall be provided to all stages and platforms per Federal [Americans with Disabilities Act \(ADA\)](#) and [Section 201.3 \(Temporary and Permanent Structures\), Florida Accessibility Code for Building Construction](#) requirements.
- 3.0 ADA Seating:**
Seating layout shall incorporate ADA seating areas located on an accessible route(s).
- 4.0 Crowd Managers:**
Crowd manager(s) shall be provided for 250 or more people and one per each 250 or fraction above 250 per [Section 101.12.7, NFPA \(Florida Fire Prevention Code\)](#).
- 5.0 Cooking Equipment:**
Cooking equipment/barbeques are not allowed within the tents. Maintain 5 FT. minimum safe distance from the tents.
- 6.0 Exit Signage:**
Exit signage either internally lighted or externally lighted for all tents with closed sides.
- 07. Electrical:**
 - i. Inspection of all wiring required prior to event.
 - ii. Provide proper cable covers for all sound and power extension cords to prevent tripping hazards in aisles and walkways.
 - iii. Use extension cords with proper grounding and GFCI (Ground Fault Circuit Interrupter) protection in all tents per [NEC \(National Electric Code\)](#) provisions.

08. Generators:

The use of Generators for power shall have a driven ground round and generator frame to be connected with proper copper conductor to ground rod per [NEC \(National Electric Code\)](#) provisions.

09: Heating equipment:

Meet manufacturer's safety instructions. LP (Liquid Propane) tanks to be a minimum of 5 FT away from any tents.

10. Fire Extinguishers:

Provide fire extinguishers in all tents.

- i. Maximum mounting height measured from floor: 48".
- ii. Minimum size: 2-ABC.
- iii. Maximum travel distance from any point in the tent to an extinguisher: 75 FT.
- iv. Brackets may be tie-wrapped; however, EXTINGUISHERS ARE NOT ALLOWED TO BE TIE-WRAPPED TO THE TENT POLES, or otherwise made difficult to remove.

NFPA 110-6.1.3, Placement (of Fire Extinguishers)

- 6.1.3.1** Fire extinguishers shall be conspicuously located where they are readily accessible and immediately available in the event of fire.
- 6.1.3.2** Fire extinguishers shall be located along normal paths of travel, including exits from areas.
- 6.1.3.4*** Portable fire extinguishers other than wheeled extinguishers shall be installed using any of the following means:
 - (1) Securely on a hanger intended for the extinguisher
 - (2) In the bracket supplied by the extinguisher manufacturer (bracket may be tie wrapped.)
 - (3) In a listed bracket approved for such purpose
 - (4) In cabinets or wall recesses

C TABLE OF CODE SUMMARY

SIZE:	>120 - <400 SF	< 750 SF	< 1200 SF	>1200 SF	>2500 SF	>7500 SF
USE:	CHAIRS OR STANDING	TABLES & CHAIRS	PARTY TENT	PARTY TENT	CHAIRS OR STANDING	TABLES & CHAIRS
CODE: SF/PERSON	5 SF	15 SF	DEPENDS ON USE	DEPENDS ON USE	CHAIRS: 7 SF STANDING: 5 SF	15 SF
CODE: NO. OF EXITS:	2	2	2	2	3	3
CODE: EMERGENCY LIGHTING	No	No	No	YES	YES	YES
CODE: FIRE EXTINGUISHERS (QUANTITY & TYPE)	1 (2-ABC)	1 (2-ABC)	2 (2-ABC)	2 (2-ABC)	3 (2-ABC)	3 (2-ABC)
CODE: DESIGN OCCUPANT LOAD	< 50 PEOPLE	< 50 PEOPLE	< 240 PEOPLE	< 500 PEOPLE	< 500 PEOPLE	< 500 PEOPLE
CODE: AISLE WIDTH	36"	36"	44"	44"	.2" / OCCUPANT	.2" / OCCUPANT
CODE: BETWEEN TABLES WIDTH:		74"	82"	82"		ADD 19" / CHAIR
CODE: BETWEEN CHAIR AISLE WIDTH:	12" AT BOTH ENDS; FOR ROWS LESS THAN 14 SEATS 12" W/ DEAD END, NOT TO EXCEED 20' ADD .2" / SEAT AT BOTH ENDS FOR ROWS LONGER THAN 14 SEATS.					