



# River Forest Fire Department

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## Supplemental Tent Information

Safety guidelines are applicable for all installations. The 2003 International Fire Code (IFC) requires a fire prevention permit for tents greater than 200 square feet and canopies greater than 400 square feet. A fire department tent inspection will be completed after installation.

**Inspections IFC-2403.4** The permittee, owner, or agent shall complete no less than two (2) inspections at regular intervals to determine that the installation is maintained in accordance to the code. The inspections shall be completed after the Village inspection and before or during usage.

The tent installers are liable for all public utility damage. The fire department highly recommends the Joint Utility Locating Information for Excavators Service (JULIE) at 8-1-1 to mark public utilities (the property owner is liable for locating private utilities, re: garage service or lawn sprinkler system) prior to stake installation of tents.

**Construction Documents IFC-2403.6** Occupancy by greater than 50 persons requires a floor plan detailing egress, seating arrangement, heating and electrical equipment. Contact fire code official for exceptions.

**Anchorage Required IFC-2403.9** Tents, Canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapse, and in accordance with The IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage Handbook. Documentation of structural stability shall be furnished to the fire code official upon request.

**Means of Egress IFC-2403.12** Minimum of two (2) exits remotely arranged measuring at least 72 inches in width. The exits shall be unobstructed. The exits shall lead to a public way (F-2403.12.8).

**Aisles IFC-2403.12.5** Unobstructed aisle of a minimum width of 44 inches is required.

**Aisles serving eating at tables NFPA 101, 12.2.5.8.2 / 12.2.5.8.3, 2000 ed.** The minimum spacing for tables with chairs is 44 inches between tables. Tables abutting a required aisle shall be spaced at a minimum of 74 inches.

**Aisle / Chair rows NFPA 101, 12.2.5.5.4, 2000 ed.** Rows of seating shall not exceed 30 feet to an approved aisle. Minimum spacing shall be 12 inches seat front to chair back. Aisle spacing shall be increased 0.3 inches for each chair in the row exceeding 14 chairs to a maximum of 22 inches.

**Exit Signage IFC-2403.12.6 / 2403.12.6** Exits shall be clearly identifiable or designated with approved exit signage.

**Flame-resistant treatment IFC-2404.2** Structure requiring permitting shall be flame-resistant. Current Identification tags shall be located on the canopy and tent sides or the certificate provided to the fire department for review.

**Smoking IFC-2404.6** Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be posted.

**Fire Extinguishers IFC-2404.12** Approved open flame devices, cooking equipment, heaters, and generators require fire extinguishers to be located within 20 feet of the hazard. The maximum travel distance is 75 feet. An Additional Class K Fire Extinguisher is needed if deep fat fryers are present.

**Spot Lighting IFC-2404.9** Spot lighting shall be positioned away from the membrane and combustibles.

**Occupant load IFC-2404.14 /1004.1.2:** Standing spaces only - 1 person per 5 square feet.  
Concentrated with chairs only – 1 person per 7 square feet. Unconcentrated with tables and chairs  
- 1 person per 15 square feet.

**Heating and cooking equipment IFC-2404.15** Heating units shall be located at least 10 feet from exits and combustibles. Heaters shall be approved for use in tents and shall be approved by the fire code official. Electric cooking and Heating Equipment shall comply with the National Electric Code, NFPA 70.

**Open-flame /Cooking IFC- 2404.7, 2404.15.5** Conditional with installation of approved fire extinguishers.

**\*\*\*Cooking tents shall be separated from other tents by a minimum of 20 feet.\*\*\***

**Electrical Requirements IFC-2404.15.7** Installation shall meet International Code Council requirements. Ground Fault Circuit Interrupter (GFCI) protection of all electrical equipment is required.

**LP-gas IFC-2404.16** Tanks shall be secured to a fixed object in an upright position and located a minimum of 10 feet from the tent. The safety relief valve shall be pointed away from the tent. The area shall be barricaded and restricted to authorized personnel ONLY.

**Generators IFC-2404.19** Shall be separated from tent structure by a Minimum 20 feet. Note wind direction and exhaust conditions. The area shall be barricaded and restricted to authorized personnel ONLY.

This supplemental information guide is not all inclusive for ALL tent/canopy installations. Additional code requirements may apply. All installations are subject to the approval of the fire code official. All violations shall be remediated before usage.

## **Weather Monitoring**

Beginning at least two hours before the start of the event, the point person shall be monitoring a source of weather information such as the National Weather Service. If any of the weather emergency conditions including but not limited to the following are predicted, (Damaging Winds, Winds 35mph or higher, Lightning, Hail, Excessive Rainfall, Gas Leak) the event may need to be postponed, cancelled or relocated to a suitable environment/building. **NO ONE** should be allowed to take shelter on a stage or in a tent or canopy to seek refuge in severe weather.

**Tents and canopies are not appropriate shelters in adverse weather conditions. Leave and Seek shelter in a substantial structure.**