

Tents and Canopies Outdoor Carnivals and Fairs IFC Permit Application Requirements

Fees: The fees listed are valid through December 31, 2012. The next fee adjustment will be effective January 1, 2013.

2009 IFC 105.6.43 requires an operational permit to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 square feet.

Exceptions to the permit requirement:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
 - 2.1. Individual canopies having a maximum size of 700 square feet.
 - 2.2. The aggregate area of multiple canopies placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet total.
 - 2.3. A minimum clearance of 12 feet to structures and between other tents shall be provided.

Tents, Canopies or Temporary Membrane Structures (price each).

First Tent, Canopy, or TMS.....	\$442
Each additional Tent, Canopy, or TMS.....	\$280 (not to exceed \$764 total)
Carnivals and Fairs.....	\$353

The following information is required to be submitted along with the City of Woodinville IFC Permit Application. **Application must be complete.**

The shaded area indicates the minimum information required for permit application acceptance by the City of Woodinville Permit Center. Final approval of permit will require that all information listed be provided, as applicable.

General Information

- Name, address and telephone number of owner.
- Name, address and telephone of occupant, if different from owner.

- Name, address and telephone number of carnival operator.
- Dates and times of operation.
- Name of event, if applicable.

Documentation

- Manufacturer's certification of flame retardancy on tents, canopies and other fabric structures.
- Certification of flame retardant treatment on floor coverings, bunting, flammable decoration or effects, including sawdust and shavings.
- Certification of structural stability in accordance with the Building Code.

Working Drawings (3-sets required)

- Scaled site plan showing:
 - a) Fire apparatus access roads
 - b) Event parking
 - c) Fire hydrant and fire extinguisher locations
 - d) Security gates
 - e) Concession stands
 - f) Fixed or semi-permanent rides or structures
 - g) Internal combustion and other power sources.
- Location, quantity and method of storage for fuel for internal combustion engines.
- Tent, canopy and other fabric structure plans showing distribution, number and width or exits.
- Scaled seating plan showing anticipated seating arrangements, location and width of aisles.
- Location and type of reviewing stands, grandstands, bleachers and folding or telescoping seating, if applicable.
- Location of public telephone, fire alarm or other means for notifying the fire department.
- Cross section and slope of ramps used as part of aisles, if applicable.
- Method for bonding loose chairs (if over 300 chairs with no tables)