

Tents/Membrane Structures - Individual tents and membrane structures having an area in excess of 400 square feet (with sides) or 700 square feet (without sides), or multiple tents placed side by side (without the appropriate fire break clearance) having an aggregate area in excess of 700 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Fire Medical Rescue Department Community Risk Reduction Division.

To obtain a permit, the applicant must submit a detailed site plan, floor plan, certification of flame resistance materials and structural stability documentation with each Temporary Tent Permit application to the Community Risk Reduction Division **at the time of turning in your special event application.**

Tents and membrane structures requiring a permit must meet all requirements set forth in Chapter 31 of the 2018 International Fire Code

Fees: Temporary Tent Permit - \$170.88 per location. Labor fees additional if after-hours.

Special Event Structure Permit – If you plan on having a temporary special event structure or stage in excess of 400 square feet you will be required to apply for a Special Event Structure Permit through the Tempe Fire Medical Rescue Community Risk Reduction Division.

Temporary special event structures in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the Tempe Fire Medical Rescue Community Risk Reduction Division.

To obtain a permit, the applicant must submit construction documents prepared by a registered design professional in accordance with the IBC and ANSI E1.21 where applicable, a site plan, an operations plan, and a special inspection report to the Community Risk Reduction Division **at the time of turning in your special event application.**

Special Event Structure permits must meet all requirements set forth in Section 3105 of the 2018 International Fire Code.

Fees: Special Event Structure Permit - \$170.88 per structure. Labor fees additional if after-hours.

For further information, contact:

Annette Betancourt
Tempe Fire Medical Rescue Dept.
Community Risk Reduction Division
1400 East Apache Road
Tempe, AZ
Phone: 480-858-2064
Email: annette_betancourt@tempe.gov

Applications can be submitted at: <https://www.tempe.gov/government/fire-medical-rescue/permits-fees-forms/permit-application>

If you plan to hold an event where you use physical barriers to keep people in an area, want to extend an area for an existing A Occupancy, or want to hold an event in a building that is not classified as an A Occupancy, you will be required to obtain a Place of Assembly / Outdoor Assembly Permit through the Tempe Fire Medical Rescue Community Risk Reduction Division.

Any event where physical barriers are used to keep people in an area, want to extend an area for an existing Assembly Occupancy, or want to hold an event in a building that is not classified as an Assembly Occupancy, will be required to obtain an approved Place of Assembly / Outdoor Assembly Permit from the Tempe Fire Medical Rescue Community Risk Reduction Division.

To obtain a permit, the applicant must submit a detailed site plan and a requested occupant load for the area to the Community Risk Reduction Division **at the time of turning in your special event application.**

Places of Assembly and Outdoor Assembly permits must meet all requirements set forth in the 2018 International Fire Code and Tempe Fire Code Amendments.

Fees: Places of Assembly / Outdoor Assembly Permit - \$170.88 per location. Labor fees additional if after-hours.

For further information, contact

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