



BOROUGH OF OAKLAND
FIRE PREVENTION BUREAU

APPLICATION FOR TENT/CANOPIES PERMIT

****Application must be submitted with proper documentation that all tents/canopies, membrane structures, sidewalls, floor coverings, bunting and combustible decorative materials/effects are constructed of fire retardant materials or are properly treated as per NFPA 701.****

Permit Fee: \$54.00

Date Application Handed in: _____

Start Date for Application: _____ End Date for Application: _____

Reason for Permit: (Please circle one of the below)

Private Event or Carnival or Festival or Tent or Other: _____

Address of Activity: _____

Applicant Name/Organization Name: _____

Organization/Applicant Address: _____

****Below MUST be filled out****

****Contact Name for Inspection:** _____

****Contact Number for Inspection:** _____

****Contact Email for Inspection:** _____

How many Tents: _____

Size of each tent: _____

Tent Type: _____

Tent Company (if installed): _____

Contact Number for Tent Company: _____

Email for Tent Company: _____

Will there be cooking by tent: **YES**** or **NO**

****ABSOLUTELY NO COOKING UNDER TENTS UNLESS CERTIFICATE OF FLAME RESISTANTS IS SHOWN WITH APPLICATION AND TAG IS ON TENT****

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature _____ Title _____ Date _____

****FOR OFFICE USE ONLY****

Inspection Date: _____ **APPROVED** or **DENIED**

Reason for Denial/Additional Comments: _____

Fire Inspection Signature _____ Date _____

1 MUNICIPAL PLAZA OAKLAND, NEW JERSEY 07436

Denny Knubel – Fire Official

Phone: (201) 337-8111 Ext. 2025 Email: fireassistant@oakland-nj.com Fax: (201) 337-9212



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Tent and Canopy Permits

****If you are unsure if your event requires a tent/canopy permit you can email fireassistant@oakland-nj.org with your question.**

Tent and Canopy Permit Fee: \$54.00

N.J.A.C Type 1 Permit For Tents/Canopies

15. The erection, operation, or maintenance of any tent, tensioned membrane structure or canopy, excluding those used for recreational camping purposes, that meets the criteria in (a) 3xv(1) or (2) below shall require a Type I Permit. Tents, tensioned membrane structures or canopies greater than 16,800 square feet in area or greater than 140 feet in any dimension, whether one unit or composed of multiple units; remaining in place for more than 180 days; used or occupied between December 1 and March 31; having a permanent anchoring system or foundation; or containing platforms or bleachers greater than 11 feet in height shall be subject to the permitting requirements of the Uniform Construction Code. (N.J.A.C. 5:23-2.14).

a. The tent, tensioned membrane structure or canopy is greater than 900 square feet or more than 30 feet in any dimension whether it is one unit or 3 composed of multiple units, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is one unit or composed of multiple units.

b. The tent, tensioned membrane structure, or canopy contains platforms or bleachers 11 feet or less in height.

16. The erection, operation or maintenance of any outdoor combustible maze shall require a Type 1 permit if the outdoor combustible maze is less than six feet in height and does not contain electrical equipment. Outdoor combustible mazes that are six feet or greater in height or contain electrical equipment shall be subject to the permitting requirements of N.J.A.C. 5:23-2.14.

NJ UNIFORM FIRE CODE: TENTS/CANOPIES GUIDELINES

N.J.A.C. 5:70-2.7(a)3; All vendors with tents/canopies meeting the below, shall be required to apply for a Type 1 fire safety permit for each vendor for every event through the Franklin Lakes Fire Prevention Bureau.

- All tents/canopies greater than 900 square feet with or without side panels will require a separate permit for each. (up to 16800 square feet)
- All tents/canopies greater than 30 feet in any dimension will require a separate permit for each. (up to 140 feet)
- All tents/canopies that will remain in place for fewer than 180 days.
- All tents/canopies that are used or occupied between April 1 and November 30.
- All tents/canopies that do not have a permanent anchoring system or foundation.
- All tents/canopies that contain platforms and bleachers up to 11 feet in height.

N.J.A.C. 5:70-2.9(c)1; Type 1 Permit Fee \$54.00 will be required. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable. An additional permit and associated fee will be required when cooking, heating, combustible/flammable liquids, or open flame is present.

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N.J.A.C. 5:70-2.7(f); The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations, unsafe conditions, or if there has been any false statement or misrepresentation as to the material fact in the application, data or plans, which the permit or approval was based. N.J.A.C. 5:70-3, 3103.6; A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application. The floor plan shall indicate details of the means of egress, seating arrangement, occupancy load, and location and type of heating and electrical equipment.

N.J.A.C. 5:70-3, 3104.12; Fire extinguishers shall be provided in/under all tents as required by section 906 and NFPA 10 with a maximum distance of travel to extinguisher being 75'. Fire extinguishers shall have a valid dated inspection tag, good for one year.

N.J.A.C. 5:70-3, 3104.2; Tents/canopies, membrane structures, sidewalls, floor coverings, bunting and combustible decorative materials/effects shall be constructed of fire retardant materials or be properly treated as per NFPA 701. Proper documentation shall be provided by the vendor.

N.J.A.C. 5:70-3, 3104.5; Combustible materials and excessive trash shall not be located within any tent or canopy (min. 20 feet clearance).

N.J.A.C. 5:70-3, 3104.7; Exposed flames: Gasoline, gas, charcoal or other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent or canopy.

- NO cooking under tents.
- NO deep fryers shall be under tents.
- NO cooking with grease laden vapors under tents.

N.J.A.C. 5:70-3, 3103.12.6; Exit signs are required when the exit serves an occupant load of 50 or more.

N.J.A.C. 5:70-3, 3103.12.6.1; Exit signs shall be illuminated.

1. For occupant loads of 300 or less; or
2. An approved emergency system with two separate power sources, for occupant loads greater than 300.

N.J.A.C. 5:70-3, 3103.12.7; Means of egress shall be illuminated from a separate circuit or source of power. (Not less than 1 foot candle (11lux) at floor level)

N.J.A.C. 5:70-3, 3103.12.8; Means of egress, width of exits, aisles and passageways shall be maintained at all times. NJ UCC TENT PERMIT REQUIRED: Larger than 16,800 square feet in size, greater than 140 feet in any dimension, bleachers or platforms higher than 11 feet, up for more than 180 days and used between December 1 and March 31 or having a permanent anchoring system or foundation.

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NJ UNIFORM FIRE CODE: TENTS/CANOPIES GUIDELINES – CONTINUED

Guidelines for determining permit requirements for tents, tensioned membrane structures and canopies

	UFC Permit Required, N.J.A.C. 5:70-2.7	UCC Permit Required, N.J.A.C. 5:23-2.14	No Permit Required
Tent, tensioned membrane structure, or canopy less 900 square feet in area or less and 30 feet or less in any dimension without platforms or bleachers			X
Tent, tensioned membrane structure, or canopy greater than 900 square feet in area or more than 30 feet in any dimension, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is composed of one unit or multiple units	Type 1 X		
Tent, tensioned membrane structure, or canopy greater than 900 square feet in area or more than 30 feet in any dimension, but 16,800 square feet or less in area and 140 feet or less in any dimension that contains platforms or bleachers 11 feet or less in height, whether it is composed of one unit or multiple units	Type 1 X		
Tent, tensioned membrane structure, or canopy greater than 16,800 square feet or greater than 140 feet in any dimension		X	
Tent, tensioned membrane structure, or canopy of any size remaining in place for more than 180 days		X	
Tent, tensioned membrane structure, or canopy of any size used or occupied between December 1 and March 31		X	
Tent, tensioned membrane structure, or canopy of any size having a permanent anchoring system		X	
Tent, tensioned membrane structure, or canopy of any size containing platforms or bleachers greater than 11 feet in height		X	
Tent, tensioned membrane structure, or canopy greater than 900 square feet in area or more than 30 feet in any dimension, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is composed of one unit or multiple units, that installs electrical equipment, electrical wiring or mechanical equipment that is supplied by other than (cord and plug) temporary wiring in accordance with the Uniform Fire Code	Type 1 X	X	