



CASCADE LOCKS FIRE & EMS

Fire Marshal's Office

140 Wa-Na-Pa St. / P.O.BOX 308

CASCADE LOCKS OR 97014

Phone: 541-374-8510

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REQUIREMENTS FOR USE OF OUTDOOR TENTS

A **TENT** is a temporary structure with a top and four enclosed sides. Depending on the size and shape of the outdoor tent, a permit may be required even if it has only three enclosed sides.

1. **PERMITS:**

- A **permit** from the Fire Marshal's Office is required for an outdoor tent which may be occupied by 100 or more people.
- Permit applications are available from City Hall at 140 Wa-Na-Pa St., Cascade Locks OR 97014.
- A **permit fee** of **\$50.00** is required for the use of an outdoor tent.
- Make check payable to "City of Cascade Locks Fire".

2. **FLOOR PLANS:**

If the tent meets the above specifications, a detailed floor plan of the tent must be submitted with the permit and must show:

- Length and width of tent.
- Any structures close to the outside of the tent (buildings, trailers, etc.).
- The set-up inside the tent (tables, chairs, vehicles, etc.).
- Table spacing and aisle widths.
- Entrance and exit widths. A minimum of three exits are required, more as the tent size increases.
- Minimum exit width is 6 feet. As the size of the tent increases, the exit width increases.
 - 500-999 people four exits exit width 8'.
 - 1,000-1,999 people five exits exit width 10'.

3. **BEFORE THE TENT CAN BE OCCUPIED:**

- Provide documentation that the structure is flame-retardant.
- Provide and maintain one 2-A:10-BC fire extinguisher by each EXIT shown on the approved floor plan.
- Fire extinguishers must be mounted in a visible location, no higher than 5 feet off the floor.
- There should be a **MAXIMUM** travel distance of 100' for a person to reach an exit in the tent.
- Centered above EACH marked "**EXIT**", there must be an electrically powered, battery back-up exit sign with two emergency lights.

NOTE: PLUG IN EXIT SIGNS A FEW HOURS BEFORE EVENT TO CHARGE THE BATTERIES.

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4. EXIT OPENINGS:

- Minimum width 6', height 6' 8".
- Exit must remain open during business hours ...
 - UNLESS covered by a flame-retardant curtain which:
 - Is free-sliding on a metal support which is a minimum of 8' above the floor level at the exit.
 - Parts in the middle of the exit.
 - Is installed so that, when open, no part of the curtains shall obstruct the exit.
 - Is a color, or colors, that contrasts with the color of the tent.
 - Is not tied or fastened closed during event hours.
- Guywires/ropes and other support members must not cross any entrance or exit at a height lower than 8 feet.
- Tent must be placed at least 20 feet from any combustible building wall.
- No parking of vehicles is allowed within 20 feet of the tent.
- No propane, flammable or combustible liquids or gases are allowed in the tent.
- Portable space heaters of any type are not to be used, UNLESS approved on the Public/Special Event Permit, AND after an inspection by this office, if required.

5. WHEN APPROVED:

- Propane bottles must be placed outside of the tent, at least 10' from any approved exit, and secured to prevent being knocked over.
- A propane heater unit may be placed outside the tent and ducted to the inside of the tent, but must be placed next to the sidewall, where the propane bottle supplying it is located.
- Duct cannot be placed in any required exit or exit path.
- Any vehicles displayed inside a tent must comply with the same permit requirements as for displaying vehicles inside a building.

Violation of these requirements may result in a citation at the time of inspection.