



Permit Center Guidelines

Temporary Structures (Tents)



Purpose: Section 3103.1(IBC) through 3103.4(IBC) applies to structures erected for a period of less than 180 days, Tents and other membrane structures erected for a period of less than 180 days shall comply with the International Fire Code.

References: International Building Code IBC 3103.1 and International Fire Code IFC 105.7.16 and Chapter 31 Tents and Membrane Structures.

Scope: These procedures apply to all tent permits that are installed for less than 180 days.

Building Permit is required as follows:

If the answer is “Yes” to **all** three questions below, then a building permit is required and no additional fire permits will be required.

1. Is the tent/structure that is being installed, on or attached to an existing building?
2. Is the tent larger than 120 square feet?
3. Is the occupant load of the tent/structure 10 or more people?

IF “No” to ANY of these questions, proceed to fire permit section below

IF “Yes” to ALL of these questions, please bring the following items to the permit center

- [Building Application for Commercial Accessory Structure](#)
- Site Plan
- Structure & Restraint Calculations for the tent
- Structure Calculations for the building that the tent is on or attached to
- Egress Plan with Accessibility
- Flame spread certification
- Extinguishers - Placement Plan, type and location
- Payment

Fire Permit is required as follows:

If the answer is “Yes” to either of these questions below, then a Fire Single Use TENT IFC Permit is required and no building permit will be required.

- 1) Is the tent larger than 400 square feet with walls?
- 2) Is the tent larger than 700 square feet without walls?

IF “No” to both of these questions, No Permit is required.

IF “Yes” to either of these questions, please bring the following items to the permit center

- [Single Use IFC Permit Application](#)
- Site Plan
- Structure & Restraint Calculations for the tent
- Egress Plan with Accessibility
- Flame spread certification
- Extinguishers—Placement Plan, type and location
- Payment



Single Use IFC TENT Permit Application



SITE LOCATION	Office Use Only	
Site address: _____	Permit # _____	Invoice # _____
Project name/Tenant: _____	Geo Code _____	GIS Number _____
Associated Permits: _____	Name of Inspector: _____	
Property owner: _____		
Begin Date of Event: _____ End Date of Event: _____		

APPLICANT INFORMATION	
Contact Person: _____	Address: _____
Company Name: _____	City: _____
Phone: _____ Fax: _____	State: _____ Zip: _____
E-mail: _____	

CONTRACTOR	
Contractor Name: _____	State Contractors License #: _____
Contact Person: _____	Expiration Date: _____
Business address: _____	Redmond Business License #: _____
City: _____	Phone: _____ Fax: _____
State: _____ Zip: _____	E-mail: _____

DESCRIPTION OF WORK (ATTACH SITE PLAN IF NECESSARY)

TYPE OF PERMIT
<p>The following uses and/or processes require International Fire Code permits. See section 105 of the International Fire Code for complete criteria regarding specific compliance requirements.</p> <p>Refer to the current Fire Fee Schedule for each permit amount.</p>

Temporary Membrane Structures, Tents or Canopies:

- 1– One tent
- 2– Two to five tents
- 3– Six or more tents

I understand that all applicable codes apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Redmond ordinances and laws of the State of Washington.

APPLICANT PRINT NAME	PHONE	SIGNATURE	DATE
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