

Permit Application and Guidelines: **Temp. Membrane Structure**

Permit Required: 2020 MSFC; 105.7.25 Temporary membrane structures and tents.

A construction permit is required to erect an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet (37 m²).

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Funeral tents and curtains, or extensions attached thereto, when used for funeral services.
3. Tents and awnings open on all sides, which comply with all of the following:
 - a. Individual tents shall have a maximum size of 700 square feet (65 m²).
 - b. The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65m²) total.
 - c. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be maintained.

Fees: Viewable on the Maple Grove City Website, under the view fee schedule tab.

Code Guidance/ General Requirements:

- Tents shall be installed in accordance with the MNSFC, manufacturer recommendations, and MG Ordinance Chapter 18.
- The sidewalls, drops and tops of all tents, canopies and temporary membrane structures shall be of flame-retardant material or shall be made fire retardant in an approved manner. A label must be permanently attached to each panel confirming compliance with these requirements.
- All structures governed by this policy shall be adequately roped, braced, and/or anchored to withstand the weather and prevent collapsing. *Documentation of structural stability shall be furnished upon request.
- Additional information and requirements may be necessary and shall be provided to the AHJ when requested.

Plan Submittal:

All plans shall be submitted electronically through ePermits online.

No paper plans will be accepted.

Plans shall include the following:

- Be to scale or indicate all measurements
- The location of "No Smoking Signs"
- The floor plan must also include; aisle location and widths, seating arrangements, stage size and location, and storage plan
- The location and type of emergency egress illumination

- The location, type and size of fire extinguishers
- The type of floor covering
- The location, width, and type of exit(s)
- The size of temporary membrane structure
- The location of the temporary membrane structure in relation to; property lines, buildings, vehicle parking, engines, and other temporary membrane structures.
- The location of emergency vehicle access
- The location of vehicle parking
- The location of combustibles and internal combustion engines (other than automobiles)
- Electrical wiring
- The stage size and location (if applicable)
 - Heating/Cooling appliance location, type and certification
 - Storage and use of combustible liquids under tents is not authorized
 - Open flame devices are prohibited from use under tents
- Cooking and or serving areas to include; appliance location, fuel type, fuel storage location, and a copy of a Hennepin County Health Department Permit
 - Further review is required to approve cooking types, and additional information and requirements may be required by the AHJ
- An affidavit of affirmation indicating the following:
 - The name and address of the owner(s) of the temporary membrane structure
 - The date the fabric was last treated with flame-retardant solution
 - The trade name or kind of chemical used in treatment
 - The name or person or firm treating the material
 - The name of the testing agency and the test standard by which the fabric was tested

Click [HERE](#) to go to the ePermits website.

Tents, Canopies and Other Membrane Structures

All items must be filled out completely or this application will be returned!

SITE LOCATION:

Organization/Company:

Street Address:

Organization/Company Contact Name:

(This should be the contact information for individual on site during the event)

Phone:

Email:

Contractor Info. REQUIRED:

Company Name Providing Structure :

Company Contact Name:

Email Address:

Phone:

Company Address:

City:

State:

General Information

Type of event:

Approx. # of people attending:

Starting Time: Date:

End Time: Date:

Date of Installation:

Date of Removal:

Number of temporary structures/:

Size of temporary structure/s:

IN ADDITION TO FULLY COMPLETING THIS FORM, YOU MUST STILL CREATE AND UPLOAD A SITE PLAN OF YOUR TENT/EVENT