



Northbrook Fire Department

Fire Prevention Bureau - Fire Safety Requirements

Tents

Location Address: _____ Date: _____

Location Name: _____

Dates of Event: _____

Requirement Checklist (Please complete the checklist, we recommend this also is given to any and all vendors at the event for review)	Applicant Review	Inspectors Review	
	Please ✓ box Indicating you will comply	Compliant	Not Compliant
Tents or canopies shall not be located within 20 feet of lot lines, buildings, other tents, outdoor cooking, parked vehicles or other internal combustion engines.			
Open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any unapproved devices shall not be permitted inside the tent unless approved by fire department.			
Smoking shall <u>NOT</u> be permitted in tents.			
Tents, sidewalls and drops shall have a permanently affixed label bearing the identification of size and fabric or material type.			
Tents, sidewalls and drop fabric material shall be treated with a flame retardant criterion of an approved testing agency and be in compliance with NFPA 701.			
Tents shall <u>NOT</u> be joined together by means of a corridor.			
Tents and canopies shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.			
Tent stakes shall be covered with caps or other approved protective means.			
Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be located such that all points are 100 feet or less. *IFC 2403.12.2 required number of exits.			
Exit openings from tents shall remain open unless covered by a flame-resistant curtain. No part of the curtain shall obstruct the exit.			
Exit doors shall swing in the directions of exit travel. Minimum width of the means of egress is 72 inches per required exit.			
Aisles shall be unobstructed and have a minimum width of not less than 44 inches.			
Occupancy load shall be calculated per IFC table 1004.1.1. -standing space = 5 sq ft per person -chairs only = 7 sq ft per person -tables and chairs = 15 sq ft per person			

Occupancy load as determined by the Fire Prevention Bureau shall dictate number of exits. For 10-199 2 exits are required, 200-499 3 exits are required, 500-999 4 exits are required, see FPB for larger.				
Exits shall be clearly marked. Exit signs shall be installed at required doorways when exit serves an occupant load of 50 or more. Exit signs shall be of an approved self-luminous type.				
Emergency lighting shall be installed and illuminate mean of egress.				
Fire Extinguishers shall be properly displayed with a tag or label securely attached indicating a current maintenance inspection has been performed. Travel distance between extinguishers shall not be more than 75ft.				
A representative from the event shall inspect the facility twice a day to ensure compliance with noted regulations.				
<p style="text-align: center;"><u>Required Documents:</u></p> <p>Certification of flame resistance document for each tent. This certification must be presented prior to approval of the tent permit.</p>				

Tent Vendor

Business Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Emergency Telephone: _____

Once completed, the checklist must be signed and faxed to Fire Marshal Kevin Frangiamore at FAX 847-272-3623, at least 48 hours prior to the event. Once submitted, a compliance inspection will be conducted by the Fire Department. For additional assistance questions may be directed to Northbrook Fire Prevention Bureau at 847-664-4500.

Applicant Signature

Date

Fire Inspector Signature

Date