

**University of Delaware
Department Environmental Health & Safety
Program Summary**

Title: Tent & Temporary Structure Permits

Objective: To ensure that the site location, set-up and use of tents, canopies and other temporary structures are accomplished in a safe and in compliance with the International Fire Code (2009) as adopted by City of Newark.

Application: All University of Delaware Departments and Organizations that plan to use or contract use of tents, and other temporary structures are expected to follow the tent and temporary permit process as prescribed by the City of Newark.

Note: Coordination with Supporting Services for tent/event set-up and Facilities Grounds for site clearance (turf, underground Sprinklers, etc) is also required.

The City of Newark is now requiring permits for tents and membrane structures **with side walls of 400 FT² (20'x20') or greater** and tents **without sidewalls of 700 FT² (25'x28') or greater**. This program is managed by the City Building Department. The process of obtaining a permit is as follows:

1. Submit the following items to Department of Environmental Health and Safety/Fire Protection Staff (**City will not accept application without EHS/Fire Safety Approval Letter**) **The approval Letter will be provided with verification of items listed below:**
 - a. Completed City of Newark Building Application
 - b. Site plan for tent location (EHS can assist with plan):
 - i. A 20-foot separation distance will be established and maintained from all buildings and other tents.
 - ii. Spacing of 12' (between tie-downs) is required
 - c. Floor plan to include:
 - i. Proposed use of the tent
 - ii. Seating and table plans
 - iii. Proposed number in attendance; for tents with occupant loads of 50 or more require two marked exits (day time event) and self-illuminated exit signs and emergency lighting (hours of darkness event)
 1. A single generator is included with tent permit application. If 3rd party generator is utilized; an Electrical Inspection is required by a DE Licensed Electrical Inspector.
 2. Additional generators require a separate application and permit from City of Newark and Electrical Inspection
 - d. Provide certificate of flame resistance (obtain from tent vendor)
 - e. Provide fire extinguishers (Rental Company or EHS Fire Protection)

- f. All cooking appliances, propane or open flame devices shall be at least 20 feet away from tents and membrane structures
2. Submit City of Newark Building application, and with the following items:
 - a. EHS reviewed plans,\$50.00 fee and copy of EHS/Fire Safety Approval to the City of Newark. The following are basic requirements for tents or membrane structures.
 - b. A maximum of 3 tents can be placed on a single permit (only when on the same Tax Parcel Number and by the same Department. Example of Tax Parcel is North Green, Center Green or South Green)
 - c. Permanent and/or portable toilet facilities at a ratio of 1 per 40 male and 1 per 40 female occupants must be provided. At least five (5) % must be ADA accessible. Submit plan depicting location of toilet facilities. Fixed building toilets must be within 500 feet of the tent.
 3. Pick-up tent permit when notified by City of Newark Building Department
 - a. Fee payment is needed prior to picking-up the permit.
 - b. Ensure tent is erected according to approved plans to include exit marking and fire extinguishers.
- Note:** Miss Utility arrangements and markings must be accomplished prior to tent erection. 1-800-282-8555
4. Upon completion of tent erection and prior to use, contact EHS/Fire Protection and City Fire Marshal to conduct inspections of tents and canopies to ensure requirements of the permit are met, prior arrangement of at least 2-days is appreciated.