



## **TEMPORARY TENT INSTALLATIONS REQUIREMENTS (LESS THAN 90 DAYS)**

Effective June 15, 2000, all temporary tents shall be permitted through the Reedy Creek Improvement District, Building and Safety Department in conjunction with the Reedy Creek Improvement District's Fire Prevention Department and the Planning and Engineering Department.

The contractor of record shall be responsible for insuring that all requirements enforced under this policy have been met. For temporary tent installations, the contractor of record shall be defined as the tent supplier/installer. A temporary tent permit is valid for ninety (90) days or less. At the end of a maximum of ninety (90) days, all temporary permits will expire and all structures associated with such a permit shall be removed. Removal of structures from a site for a few days followed by reinstallation under a new permit will not be allowed unless a period of forty-five (45) days has passed and a new permit has been approved.

### **GENERAL REQUIREMENTS**

The following information must be provided by the contractor of record prior to the installation of any tent or equipment on any property located within the District:

- A site plan detailing the location of the tent in relation to buildings and/or parking lots. Three sets are required.
- No tents shall be allowed within any fire department access lane.
- There shall be a minimum distance of fifteen (15) feet between temporary tents and permanent structures.
- Tents having an area of fifteen thousand (15,000) square feet or more shall be located not less than twenty-five (25) feet from any other tent or fifty (50) feet from any other structure as measured from the side wall of the tent.

**EXCEPTION:** When approved by the Building Official, passageways, corridors or canopies may be installed between tents or structures.

- A scope-of-work detailing all of the work to be performed at this site along with a description of the intended use of the tent. (For example, installation of bleachers, cooking and/or eating, air conditioning or heating of the tent, stages, pyrotechnic locations, decorations and the floor-plan for seating or table arrangements.) Three sets are required.
- The name and telephone number of the contact person or person requesting that this tent be installed within the Reedy Creek Improvement District.
- A floor plan showing emergency exits, aisles, doors or other exit obstructions drawn to some type of scale identified on the plan, unless dimensions are provided. Three sets are required.
- The set-up date and the removal date shall be included on the permit application.
- A separate permit is required for all electrical, mechanical or plumbing work and must be applied for and installed by licensed contractors.
- One five-pound (5 lb) ABC fire extinguisher must be present inside the tent for each 1000 square feet of area or fraction thereof.
- Additional fire extinguishers and/or additional types of fire extinguishers may be required based upon the actual use of each tent. (e.g. cooking, pyrotechnics, etc.)
- A site-specific soils report shall be provided for any tent that contains 5000 or more square feet of area, or is deemed necessary by the Building Official.

## **LICENSING REQUIREMENTS**

Any person(s) or entity providing construction services within the Reedy Creek Improvement District shall comply with all State of Florida contractor licensing requirements.

Vendors providing services that do not require construction licensing will be required to provide proof of local Occupational License when working within RCID on a repetitive basis. These may be obtained through Orange or Osceola County as applicable.

## **SPECIFIC REQUIREMENTS**

### **Pole or Frame Tents 400 Square Feet In Area or Less**

- Tents 400 square feet and less in area shall not require a building permit when the following information is submitted to and approved by RCID Emergency Services prior to the installation of the tent. (Note this information may be faxed to the department or presented in person. When the material is faxed, an original, legal document must be mailed or otherwise delivered to the department within three working days for the purpose

of establishing a legal record. **The fax number for Reedy Creek Emergency Services is 407-560-1959.**)

- A completed and notarized **Affidavit of Compliance** form, provided by RCID Emergency Services, must be completed and approved by Emergency Services attesting to the fact that the installed structure will meet all of the requirements of NFPA 102, 1995 Edition.
- The required information must be provided at least forty-eight hours prior to the installation of the tent. (Emergency Services may accept a shorter notification period under special circumstances.)
- May be anchored by ballasts with one (1), seventy-five pound (or higher) ballast per side pole.
- Tents secured with ballasts must be dismantled if sustained winds exceed thirty-five miles per hour.
- In lieu of using ballast type anchors, stake and/or earth anchors are recommended whenever possible.

**Note: There is no fee for an Affidavit of Compliance.**

#### **Pole, Frame or Clear Span Tents Greater Than 400 Square Feet**

- Each side pole must be securely anchored to an approved earth, concrete, or asphalt anchoring system. Appendix N of the EPCOT Building Code (EBC) requires design compliant with wind loading; Chapter 9 (EBC). Water buckets or barrels are unacceptable.
- All exits must be clearly marked with exit signage.
- Exit signs must be illuminated and be provided with a back-up power supply for any tent that contains 750 or more square feet of floor area.

**EXCEPTION:** Open sided tents.

- Occupant loads shall be posted on any tent containing 750 or more square feet of area and shall comply with Section 802.1 of the EPCOT Building Code.
- The installed structure will meet all of the requirements of NFPA 102, 1995 Edition.

Once the above information under General Requirements is supplied along with an Affidavit of Compliance or Building Permit as applicable, review will begin by Building and Safety, Fire Prevention, and Planning and Engineering. Upon acceptance by all departments the building permit or approved affidavit will be issued. A hard copy of the permit or affidavit shall be displayed at the tent site for all inspectors to sign as their inspections are completed and approved.

Any tent that requires a permit shall not be occupied until an official Certificate of Occupancy has been requested by the contractor of record and issued by RCID Building & Safety. Each Certificate of Occupancy must be posted within the tent from the time issued until the tent has been removed. Note; receiving an approved final inspection does not constitute receiving a Certificate of Occupancy. The CO is a specific document issued after all building, plumbing, mechanical and electrical inspections have been completed and approved. Also all other agencies involved in the permitting process, such as RCID's Planning Department and Emergency Services, RCES's Environmental Permitting, etc. must be contacted and concur with the issuance of a CO before it will be issued. RCID Building & Safety will contact all of the appropriate agencies involved in the project upon your request for a CO. Please allow time in your turnover scheduling to allow this process to occur.

Please be advised that this permit and plans review process may take a little longer than the previous method of permitting, particularly if incomplete information is provided or additional information is required. Therefore, it is suggested that the permit application process be initiated as early as possible.

#### **IMPORTANT PHONE NUMBERS**

**Building and Safety: (407) 828-2034 – Fax: (407) 828-2416**

**Fire Prevention: (407) 560-1955 – Fax: (407) 560-1959**

**Planning and Engineering: (407) 828-2250 – Fax: (407) 828-2560**

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