

TEMPORARY TENT INSTALLATION REQUIREMENTS (LESS THAN 90 DAYS)

Effective June 15, 2000 and revised August 1, 2018, all temporary tents shall be permitted through the Reedy Creek Improvement District (the District), Building and Safety Department in conjunction with the Fire Department and the Planning and Engineering Department.

The contractor of record shall be responsible for ensuring 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 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 45 days has passed and a new permit has been approved.

GENERAL REQUIREMENTS

These general requirements are offered as convenience. All of the requirements of the *EPCOT Building Code* (EBC) Appendix N and the *Florida Fire Prevention Code* (FFPC) will apply. 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. (EBC N-101.2)
- No tents shall be allowed within any Fire Department access lane. (EBC N-101.11)
- There shall be a minimum distance of 15 feet between temporary tents and permanent structures. (EBC N-301.2)
- Tents having an area of 15,000 square feet or more shall be located not less than 25 feet from any other tent or 50 feet from any other structure as measured from the side wall of the tent. (EBC N-301.2)

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.) (EBC N-101.2)
- A copy of the contract, including the name and telephone number of the contact person or person requesting that this tent be installed within the 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.
- 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 10lb ABC type fire extinguisher must be present inside each tent for each 1,000 square feet or area. Travel distance is not to exceed 75 feet. (FFPC NFPA 1 Section 13.6.3.2.1.)
- Additional fire extinguishers and/or additional types of fire extinguishers may be required based upon the actual use of each tent.
- A site-specific soils report shall be provided for any tent that contains 5,000 or more square feet of area, or is deemed necessary by the Building Official.
- Emergency lighting and egress illumination shall be provided as required in EBC Section 813.

LICENSING REQUIREMENTS

Any person(s) or entity providing construction services within the 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 Business License when working within the District. These may be obtained through Orange or Osceola County as applicable.

SPECIFIC REQUIREMENTS

Pole, Frame or Clear Span Tents Greater Than 120 Square Feet or for the Use of 10 or More Persons

- Each side pole must be securely anchored to an approved earth, concrete, or asphalt anchoring system. The design is required to comply with wind loading in accordance with EBC Chapter 9. Water buckets or barrels are unacceptable.
- All exits must be clearly marked with exit signage. (EBC N-101.8)
- 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. (EBC N-101.8)

EXCEPTION: Open sided tents.

- Occupant loads shall be posted on any tent containing 750 or more square feet of area and shall comply with EBC Section 802.1. (EBC N-101.10)
- The installed structure shall meet all of the requirements of NFPA 102.

All permit application and submittal packages shall be submitted by registered users of the online permitting system, Accela Citizen Access (ACA) at: <https://ca.rcid.org/CitizenAccess/>.

Any tent that requires a permit shall not be occupied until an official Certificate of Occupancy (CO) has been requested by the contractor of record and issued by the Building and Safety Department. Each CO 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 CO, nor allow the tent to be used. 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 the Planning Department, Fire Department, Reedy Creek Energy Services, and Walt Disney Environmental Permitting, etc. must be contacted and concur with the issuance of a CO before it will be issued. Please plan enough time in your turnover scheduling to allow this process to occur.

Please be advised that this permit and plan review process may take longer 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.