

**LIST OF ITEMS NEEDED FOR SPECIAL EVENT USING TENTS OR CANOPYS  
CHARTER TOWNSHIP OF FLINT**

- 1. APPLICATION FILLED OUT IN ITS' ENTIRETY**
- 2. COPY OF LIABILITY INSURANCE (SEE APPLICATION FOR AMOUNTS)**
- 3. LETTER FROM OWNER OF PROPERTY WHERE SPECIAL EVENT IS TO TAKE PLACE AUTHORIZING YOU TO USE IT.**
- 4. DRAWING OF WHERE THE TENTS AND/OR CANOPYS WILL BE PLACED ON THE LOT IN CORRELATION TO THE BUILDINGS. Please denote where and what type of signs will be placed on the premises.**
- 5. IF SERVING FOOD, AUTHORIZATION FROM THE GENESEE COUNTY HEALTH DEPARTMENT**
- 6. HOLD HARMLESS AGREEMENT SIGNED – HOLDING FLINT TOWNSHIP AND IT'S EMPLOYEES/REPRESENTATIVES HARMLESS ..ETC.**

# Charter Township of Flint Fire Department Tent Inspection Form

## Instructions:

Review all information of Township approved diagram with location of tent(s) before conducting the inspection. Please check off all after inspection of grounds. Information is from 2015 International Fire Code.

Name of Business or Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Date of inspection \_\_\_\_\_

Approved Not Approved

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Insurance Certificate # _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Flame resistant tent certificate # _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Tent(s) located in the area approved by the Township  |
| <input type="checkbox"/> | <input type="checkbox"/> | A tent 15,000 square feet (or more) or <u>used for cooking</u> shall be 50 feet from buildings and other tents, canopies or membrane structures. Measured from side walls.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A tent <15,000 square feet and <u>not used for cooking</u> shall be 20 feet from lot line, buildings, other tents, canopies or membrane structures, and parked vehicles or internal combustion engines. Measured from support ropes or cables and stakes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tent(s) anchored properly   |
| <input type="checkbox"/> | <input type="checkbox"/> | Exit signage (occupant load of 50 or more) and lighting.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Aisle widths - Employee areas 24 inches, Public areas 44 inches   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3 feet of clearance for access around the interior walls of the tent.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12 feet of clearance for access around the exterior of tent (from ropes and stakes).  |
| <input type="checkbox"/> | <input type="checkbox"/> | No Smoking Signage in place (required)  |
| <input type="checkbox"/> | <input type="checkbox"/> | No open flame in occupied tent (i.e. gas cooking equipment, candles)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguisher within 75 feet (30 feet for cooking) of any area and location identified.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient egress. (Minimum 2 exits, 72" wide, no more than 100 feet travel distance)   |
| <input type="checkbox"/> | <input type="checkbox"/> | No trash dumpsters within 20 feet of tent   |
| <input type="checkbox"/> | <input type="checkbox"/> | Multiple tents (no separation is required for non-cooking, total area of <15,000 sq. ft.)   |

Officer conducting inspection \_\_\_\_\_

Manager/Owners \_\_\_\_\_

# Charter Township of Flint Fire Department

## Tent Event Checklist

The Flint Township Fire Department is providing you with a checklist to ensure a safe event. Please use this checklist to make sure you are compliant with safety and fire codes. Call the fire department if you have any questions or are ready for a final inspection.

**810-732-4413**

### The following will be checked in a final tent inspection.

- Insurance Certificate
- Flame resistant tent certificate
- Tent is located in the area approved by the Township
- A tent 15,000 square feet (or more) or used for cooking shall be 50 feet from buildings and other tents, canopies or membrane structures. Measured from side walls.
- A tent <15,000 square feet and not used for cooking shall be 20 feet from lot line, buildings, other tents, canopies or membrane structures and parked vehicles or internal combustion engines. Measured from support ropes or cables and stakes.
- Tent anchored properly
- Exit signage (occupant load of 50 or more) and lighting.
- Aisle widths - Employee areas 24 inches, Public areas 44 inches
- 3 feet of clearance for access shall be maintained from interior walls.
- 12 feet of clearance for access shall be maintained around the exterior of the tent, measured from ropes and stakes.
- No Smoking Signage in place (required)
- No open flame in occupied tent (i.e. gas cooking equipment, candles)
- Fire extinguisher within 75 feet (30 feet for cooking) of any area and location identified.
- Sufficient egress. (Minimum of 2 exits, 72 inches wide, no more than 100 feet travel distance)
- No trash dumpsters within 20 feet of tent
- For multiple tents, not used for cooking, no separation is required (between tents) if total area is <15,000 square feet.

**Flint Township Fire Department**  
**"Have a Great Event"**

Updated 4/19