



COUNTY OF PRINCE WILLIAM

5 County Complex Court, Suite 160, Prince William, Virginia 22192
(703) 792-6360 Metro 631-1703, Ext. 6360, Fax (703) 792-6492

DEPARTMENT OF
FIRE & RESCUE

Kevin J McGee
Chief

Use of Tents or Canopies

A permit is required from the Fire Marshal's Office for a tent exceeding 900 square feet in size **or** having an occupancy load of more than 50. A permit is also required for canopies that exceed 700 square feet in size.

If there is a fee associated with this permit, the fee is non-refundable. Reference the Fire Marshal's Office fee schedule for the applicable permit cost.

Any person inquiring about the requirements of erecting a tent should also contact the Department of Public Works (Construction Permits & Records-(703-792-6924) for additional permits. The Zoning Office (703-792-6830) would provide information as to the need of a Temporary Activity Permit.

1. The tent's flames spread certification shall be submitted to the Fire Marshal's Office at the time of permit application.
2. All means of egress shall be unobstructed, maintained in a safe condition, and available for immediate use at all times.
3. The tent should be no closer than 20 feet to any building unless approved by the fire official.
4. Hay, straw, shavings, or similar combustible materials shall not be allowed within any tent without permission from the fire official. Sawdust and shavings may be used for a public performance or exhibit when kept damp.
5. Combustible materials shall not be permitted under stands or seats at any time.
6. The area within and adjacent to the tent shall be maintained clear of all combustible material or vegetation, which will create a fire hazard, within a distance of 20 feet from the structure.
7. All combustible trash shall be regularly (daily) removed from the structure during the period that the tent is used by the public.

8. The use of a cooking device or any open flames shall not be allowed inside or within 20 feet of the tent unless approved by the fire official.
9. The number and location of fire extinguishers shall be determined by the fire official.
10. In a tent, fire extinguishers with a minimum rating of 2A:10B:C shall be installed in every tent utilized for public assembly. An announcement shall be made not more than 10 minutes prior to the start of each program to notify occupants of the location of the exits to be used in case of a fire or other emergency.

Should you have any further questions, contact the Fire Marshal's Office at (703) 792-6360.

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