



A Temporary Membrane Structures and Tents permit is required to erect and operate an air supported temporary membrane structure or tent having an area in excess of 400 square feet. Except for tents used exclusively for recreational camping purposes or; tents open on all sides, which comply with all of the following: individual tents having a maximum size of 700 square feet, the aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet, and a minimal clearance of 12 feet to structures and other tents shall be provided.

EVENT NAME:			
EVENT ADDRESS:			
NAME OF VENUE:			
DATES & TIMES OF OPERATION:	Start Date: Start Time:	End Date: End Time:	Desired Inspection Date/Time:
CONTRACTOR NAME:			
CONTRACTOR ADDRESS:			
CONTRACTOR PHONE:			
CONTRACTOR EMAIL:			
SITE CONTACT NAME:			
SITE CONTACT PHONE:			

Application Process:

1. Complete the permit application and attach information identified in Application Process Step 2.
2. Submit the following a **minimum of 30 business** days prior to the event:
 - Completed permit application;
 - An event description narrative include number and sizes of structures and tents;
 - A site plan including, but not limited to, the items identified in Table 1; and
 - Additional documentation including, but not limited to, the items identified in Table 2

The application package may be emailed, preferred method, to fireprevention@avondaleaz.gov or mailed or delivered in person at Avondale Fire & Medical Station 171, 1825 N 107th Ave., Avondale, AZ 85392.

3. Your application will receive an administrative completeness review within 7 business days of receipt. If found to be incomplete, you will receive a written notice with a comprehensive list of specific deficiencies. Re-submitted materials will be reviewed and commented in the same timeframe.
4. A complete application will receive substantive review within 7 business days. If needed, you will receive a comprehensive written request for corrections. Re-submitted materials will be reviewed and commented within 7 business days.
5. You will be notified when the approved documents are ready for pick up.
6. Pick up approved documents Monday through Thursday from the City of Avondale Permit Center, 11465 W. Civic Center Drive.
7. Remit payment at the Utility Billing Customer Services Department located inside the City of Avondale Permit Center. Forms of payment include Cash, Check, Money Order, Visa, MasterCard, or Discover Card.
8. The assigned Inspector will contact you to schedule an inspection.
9. The necessary inspections will be completed.
10. Once code compliance has been verified, the permit will be issued.

Staff may be contacted at 623-333-6000 to answer questions or provide assistance throughout the application process.

Submittal Requirements Temporary Membrane Structures and Tents

TABLE 1: SITE PLAN

Applicant	Office Use Only	
		Minimum Site Plan Requirements
		Clear, legible drawing with identified scale or fully dimensioned
		Compass direction
		Distance between tent and property lines, adjacent buildings, tents, vehicles, parking areas, etc.
		Location and width of exits
		Location of illuminated exit signs
		Location of portable fire extinguishers
		Location of fire apparatus access roads
		Type and location of heating and electrical equipment
		Type and location of power source
		Plan note indicating the number and assigned position of crowd control managers when occupant load exceeds 500.

TABLE 2: ADDITIONAL DOCUMENTATION

Applicant	Office Use Only	
		Additional Requirements
		Tent staking or ballasting plan which is in accordance with the Industrial Fabrics Association International (IFAI) Procedural Handbook for the Safe Installation and Maintenance of Tentage
		Flame propagation performance criteria certificate for canopies and tents
		Fire & Evacuation Plan when occupant load exceeds 49
		Detailed floor plan when occupant load exceeds 49. Drawing must be to an identified scale with compass direction indicated.
		Decorative materials & furnishing details, if applicable

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Community Risk Reduction.

City of Avondale Fire & Medical Department - Community Risk Reduction Division
1825 N. 107th Ave, Avondale, AZ 85392
623-333-6000
www.avondaleaz.gov/government/departments/fire-medical/fire-prevention