



In order to ensure a safe and enjoyable time for all at your event, the Bellevue Fire Department will require the following conditions for a temporary tent or membrane structure:

Compliance with all applicable provisions of the International Fire Code (IFC), is required. Depending on the size and type of the event, additional conditions not listed below may be required.

Access – Tents or membrane structures shall not be located in a fire lane. Access shall be maintained for all tents and membrane structures. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, membrane structures, parked vehicles, or combustion engines.

Exception: Separation distance between tents and membrane structures not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.

Bracing – Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

Flame Resistance – Tents or membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. (See NFPA 701 for performance criteria.) Tents or

membrane structures shall have a permanent affixed label bearing the identification of size and fabric or material type.

Smoking – Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be conspicuously posted.

Exits – Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of less than 8 feet. Exits shall be clearly marked with approved exit signs when the exit serves an occupant load of 50 or greater. The surface of means of egress shall be kept clear and maintained in an approved manner.

Open Flames – Open flame, candles or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official.

Cooking / Warming Devices – Tents or membrane structures where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet.

Exception: Cooking or heating of food in tents without sidewalls or drops may be allowed at reduced separation distances when approved by the fire code official.

Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.

Fire Protection – A portable fire extinguisher having a minimum 2A:10:BC rating shall be provided at an interval of not less than 75 feet of travel distance. Each tent or membrane structure where cooking of food producing grease takes place shall also be equipped with a portable class “K” type fire extinguisher.

Combustible Materials – All combustible materials shall be kept away from exit travel and heat sources.

Electrical Cords – Extension cords shall be plugged directly into an approved receptacle and serve only one portable appliance. All cords shall be protected from physical damage and foot traffic. All spliced wires and open junction boxes are not permitted.

The rated electrical capacity of the appliance shall not exceed the rated capacity of the extension cord.

Flammable Gases – LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. Portable containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.

Exception: Portable containers not exceeding 5 gallons are not required to be separated provided they are secured to prevent displacement.

Generators – Generators shall not be located within tents or membrane structures. Refueling, shall not occur within 20' of tents or membrane structures. Fuel storage shall not be located closer than 50' from tents or membrane structures.

Permit – A Fire Department Operational Permit is required for individual tents with sidewalls and membrane structures having an area in excess of 400 square feet or when combination of tents exceed 700 square feet. There are some exceptions to the permit thresholds, please refer to the International Fire Code for further clarification.

Inspection – A Fire Department inspection is required prior to use of tent, or membrane structure before the event can begin. Contact the Bellevue Fire Prevention Division at 425-452-6872 for permit and inspection information.

