



# TEMPORARY MEMBRANE STRUCTURE, TENT AND CANOPY REQUIREMENTS

Glenwood Springs Fire Department  
101 West 8<sup>th</sup> Street  
Glenwood Springs, CO 81601  
(970) 384-6480 FAX: (970) 945-8506



Event Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Address of Sponsor: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Tent Contractor: \_\_\_\_\_ Emergency Contact Phone Number: \_\_\_\_\_

Set-Up Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Copies of Certificate of Flame Resistance for Each Tent (*submit*) \_\_\_\_\_

Site Plan (*submit*) \_\_\_\_\_

Area and Number of Tent(s) \_\_\_\_\_

Occupant Load of Each Tent \_\_\_\_\_

Use of Each Tent \_\_\_\_\_

***This application form must be accompanied by two drawings. One must be a site plan that shows the area(s) tents will be erected showing setback from property lines, other structures, parked vehicles or internal combustion engines. The other drawing will be a floor plan of each and every tent or canopy. Details should include the scale, a symbol schedule and details of any heating or electrical equipment, method of anchoring as well as egress and exit lighting where appropriate.***

This plan review is for general compliance with the requirements of the 2009 International Fire Code. The applicant is responsible for informing the Glenwood Springs Fire Department of all circumstances that will exist. The applicant is responsible for meeting all requirements of this code before final approval is granted by the Glenwood Springs Fire Department. The Glenwood Springs Fire Department's approval of drawings, designs, plans, and specifications shall not in any way relieve the applicant of the responsibility for compliance to the 2009 International Fire Code.

This review does not include an evaluation of structural stability. Extreme weather conditions can create problems for tents and canopies. Structural stability of any tent or canvas is the responsibility of the tent installer.

The Glenwood Springs Fire Department requires 24 hours prior notifications for inspections. To request an inspection please phone 970-384-6433. All inspections must be scheduled and completed between 8:00 a.m. and 5:00 p.m. on regularly scheduled Glenwood Springs Fire Department workdays (Monday – Friday except holidays). Inspections outside these hours may be charged an overtime inspection fee of \$75.00 an hour (minimum 2-hours) by the Glenwood Springs Fire Department.

**PORTABLE FIRE EXTINGUISHERS.** Portable fire extinguishers shall be provided in accordance with Section 906 of the 2009 International Fire Code. Locations to be determined by the Glenwood Springs Fire Department after structure erection but before occupancy.

**SOURCES OF IGNITION.** Smoking shall not be permitted in structures or in adjacent areas where hay, straw, sawdust or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.

Fireworks, open flames and devices capable of igniting combustible materials shall not be used in or adjacent to structures, unless otherwise approved

**OTHER REQUIREMENTS.** Cooking and heating, flammable and combustible liquids, display of motor vehicles, generators, standby personnel and housekeeping shall comply with Section 2404 of the 2009 International Fire Code as applicable

SPECIAL CONDITIONS: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above stated project has been inspected and accepted by the Glenwood Springs Fire Department

Inspector's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Permit Fee Schedule:

	Bldgs 0-15,000 sq ft	Bldgs 15,001+ sq ft
<b>Automatic Fire Protections Systems:</b> Covers plans review and two inspections 13, 13R, 13D systems	\$350	\$550
<b>Automatic Fire Alarm Systems:</b> Covers plans review and two inspections	\$350	\$550
<b>Standpipe System</b> , not part of combination Fire Sprinkler System	\$150	\$225
<b>Automatic Fire Protection System modification</b>	\$150	
<b>Fire Alarm modification</b>	\$150	
<b>Fire Pump and/or Jockey Pump:</b> Plans review, new install test	\$200	
<b>Water tanks for fire protection</b> , including cistern Plans review and two site inspections	\$150	
<b>Compressed Gas Installations</b> , LP, Natural or Other, permanent or temporary: Plans review and one site inspection	\$100	
<b>Tents, Canopies and Other Membrane Structures</b> Tents in excess of 200 sq ft, canopies in excess of 400 sq ft, includes one site inspection	\$ 75	
<b>Kitchen Hood Fire Suppression Systems</b> Includes plans review and on site trip test	\$200	
<b>Fireworks</b> Includes one site inspection	\$100	
<b>Bulk Fuel Tank installation</b> Includes plans review and two site inspections	\$300	
<b>Re-inspection Fees</b> in addition to the allotted Amount shall be billed at:		\$ 50 per hour or part of an hour
<b>Work without a permit or approval</b>		Double Fee (inspection fee and plans review), Work shall stop until plans have been submitted, Approved, and fees paid

**For all other permits required by the 2009 International Fire Code but not listed above, no fee will be charged. However, for those operations, an application shall be completed and on file with the Glenwood Springs Fire Department. The building owner of business operator shall renew these permits annually or as required by Glenwood Springs Fire Department.**