



TENTS RULES AND REGULATIONS

Effective May 1, 2017, the Lake Forest City Council agreed that all Tents will require a Tent Permit fee of \$100.00 or \$.05 per square foot whichever is greater. This applies to all tents whether on Public or Private Property where the property normally requires an Annual Fire Inspection.

The permit includes a plan review of the tent and an Inspection of the site by the Fire Department. Please reference the following permit for plan submittal and payment. All permits will be issued during regular business hours at the Lake Forest Fire Department, 255 W. Deerpath, Lake Forest, IL 60045

A handwritten signature in black ink that reads "Pete Siebert".

Pete Siebert, Fire Chief

Tent Requirements

The following covers assembly gatherings as related to placement of temporary tents in relation to existing structures and occupant load design. This review references the requirements of the 2000 edition of NFPA 101 - *Life Safety Code* and applicable references as adopted in Title 41 Illinois Administrative Code Part 100 and Part 300. A floor plan of the tent indicating spacing of tables and chairs with the occupancy load are to be submitted to the Fire Department for approval. An inspection by the Fire Department is required prior to the event.

- Flame resistant rating of tent (10.3.1)
 - usually supplied by vendor
- Proximity of tent to adjacent structures (11.11.3)
 - cannot be connected directly to a structure
 - distance to adjacent structures usually determined by Authority having jurisdiction
- Size of tent relating to occupancy loads (7.3.1.2)
 - need dimensions of tent on drawings with # of people
 - if use will include dance floor, bar area, or other
- Exiting of tents (13.2)
 - walled tent or are they open aired with roof only
- Cooking areas (13.7)
 - used as a warming area for food or full service cooking
 - use of natural gas / propane / or grills for cooking
 - fire extinguishers
- Use of portable generators
 - gasoline operated / proximity to tent / associated hazards – exhaust fumes, carbon monoxide
 - electric cords and or lines

OCCUPANT LOAD DESIGN

1. The areas used for dining, such as a temporary tent structure should use 15 ft² per person (net) to establish a starting point for occupancy load (See Table 7.3.1.2). The actual occupancy load will be further restricted by the capacity of existing doorways/corridors and the requirements for minimum aisle and aisle accessway width for table and chair scenarios. (See Comments 2-7 for related requirements. If the tent is used as a dance floor, that occupancy load design should begin using 7 ft² per person (net), again accounting for doorway/corridor capacity to further adjust the calculated occupant load.
2. In accordance with Section 13.2.5.7.1, the required clear width of an aisle accessway shall be not less than 12 in. where measured in accordance with 12.2.5.7.2 and shall be increased as a function of length in accordance with 12.2.5.7.3. *Exception: If used by not more than four persons, no minimum clear width shall be required for the portion of aisle accessway having a length not exceeding 6 ft and located farthest from an aisle.*
3. In accordance with Section 13.2.5.7.2, where nonfixed seating is located between a table and an aisle accessway or aisle, the measurement of required clear width of the aisle accessway or aisle shall be made to a line 19 in. away from the edge of the table. The 19-in. distance shall be measured perpendicularly to the edge of the table.

4. In accordance with Section 13.2.5.7.3, the minimum required clear width of an aisle accessway, measured in accordance with 13.2.5.4.6 and 13.2.5.7.2, shall be increased beyond the 12-in. requirement of 13.2.5.7.1 by 0.5 in. for each additional 12 in. or fraction thereof beyond 12 ft of aisle accessway length, where measured from the center of the seat farthest from an aisle.
5. In accordance with Section 13.2.5.7.4, the path of travel along the aisle accessway shall not exceed 36 ft from any seat to the closest aisle or egress doorway.
6. In accordance with Section 13.2.5.8.2, the width of aisles serving seating at tables shall be not less than 44 in. where serving an occupant load exceeding 50, and 36 in. where serving an occupant load of 50 or fewer.
7. In accordance with Section 13.2.5.8.3, where nonfixed seating is located between a table and an aisle, the measurement of required clear width of the aisle shall be made to a line 19 in. away from the edge of the table. The 19-in. distance shall be measured perpendicularly to the edge of the table.

DOORS, DOOR SWING AND HARDWARE

8. In accordance with Section 13.2.2.2.3, any door in a required means of egress from an area having an occupant load of 100 or more persons shall be permitted to be provided with a latch or lock only if the latch or lock is panic hardware or fire exit hardware complying with 7.2.1.7.

Exception No. 1: In assembly occupancies having an occupant load not greater than 500, where the main exit consists of a single door or single pair of doors, locking devices complying with Exception No. 2 to 7.2.1.5.1 shall be permitted to be used on the main exit. Any latching device on such a door(s) shall be released by panic hardware.

Exception No. 2: This requirement shall not apply to delayed-egress locks as permitted in 13.2.2.2.4.

Exception No. 3: This requirement shall not apply to access-controlled egress doors as permitted in 13.2.2.2.5.

9. Careful consideration should be given to location of occupant loads of 50 or more. It was noted during the tour of the facility that some of the doors may not have proper swing. In accordance with Section 7.2.1.4.2 as referenced by Section 13.2.2.2.1 doors shall swing in the direction of egress travel where serving a room or area with an occupant load of 50 or more.

PLANS FOR PROPOSED SEATING AND EGRESS ARRANGEMENTS

10. Section 13.2.5.9 allows the Lake Forest Fire Department, as the authority having jurisdiction, to require approval of furnishing, table and chair layouts and general egress design, such as travel distance, dead-end corridors, etc. prior to an event. The plans must be drawn to scale showing the arrangement of furnishings or equipment. Such plans shall constitute the only acceptable arrangement until revised or until additional plans are submitted and approved. *Exception: Temporary deviations from the specifications of the approved plans shall be permitted, provided that the occupant load is not increased and the intent of 13.2.5.9 is maintained.*
11. OSFM recommends that as a part of this plan, the Operating Features for Assembly Occupancies be provided (see Comments 17-28 below). This will provide the user with the special requirements for open flame devices, staff training, and fire extinguishers.

TEMPORARY TENT REQUIREMENTS

12. In accordance with Section 13.2.9, emergency lighting shall be provided in private party tents that exceed 1200 ft².
13. In accordance with Section 13.2.10, means of egress shall have signs in accordance with Section 7.10. (No exceptions for private party tents).
14. Section 11.11.3.1 There shall be a minimum of 10 ft. (3 m) between stake lines.
15. Section 11.11 provides requirements for tents related to flame resistance, fire extinguishers and utility services such as heaters. Most importantly is Section 11.11.3.3 which states: "The placement of tents relative to other structures shall be at the discretion of the authority having jurisdiction, with consideration given to occupancy, use, opening, exposure, and other similar factors." OSFM has concurrent jurisdiction with Lake Forest Fire Department and we would use an established practice for tent placement found in another national or model code. NFPA 1 – *Fire Prevention Code* (2000) and NFPA 5000 – *Building Construction and Safety Code* (2003) all have the same statement as Section 11.11.3.3. While OSFM has not adopted any of the International -Codes, they would be an acceptable established practice that would be consistent with "temporary tent" placement in jurisdictions throughout Illinois that have adopted the International Codes. (See Comment 15).
16. The applicable International Codes adopted by the City of Lake Forest (2000 edition) that a temporary tent would not be able to be placed between 2 buildings because of the limitations prescribed in International Fire Code Section 2403.2.1 and subsequent reference to Table 503 from the International Building Code. A temporary tent could be placed adjacent to a building maintaining a required 20 foot clearance from the structure.

TEMPORARY PLATFORMS

17. In accordance with Section 13.4.5.2, temporary platforms shall be permitted to be constructed of any materials. The space between the floor and the platform above shall not be used for any purpose other than the electrical wiring to platform equipment.

OPERATING FEATURES

18. In accordance with Section 13.7.1.1, all devices in connection with the preparation of food shall be installed and operated to avoid hazard to the safety of occupants.
19. In accordance with Section 13.7.1.2, all devices in connection with the preparation of food shall be of an approved type and shall be installed in an approved manner.
20. In accordance with Section 13.7.1.4, portable cooking equipment that is not flue-connected shall be permitted only as follows:
 - a. Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment, including solid alcohol, shall be permitted to be used, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials.
 - b. Candles shall be permitted to be used on tables used for food service where securely supported on substantial noncombustible bases located to avoid danger of ignition of combustible materials and only where approved by the authority having jurisdiction.
 - c. Candle flames shall be protected.
 - d. "Flaming sword" or other equipment involving open flames and flamed dishes, such as cherries jubilee or crêpe suzette, shall be permitted to be used, provided that precautions subject to the approval of the authority having jurisdiction are taken.
 - e. Listed and approved LP-Gas commercial food service appliances shall be permitted to be used where in accordance with NFPA 58 - *Liquefied Petroleum Gas Code* (1999).
21. In accordance with Section 13.7.2, no open flame devices or pyrotechnic device shall be used in any assembly occupancy.

Exception No. 1: Pyrotechnic special effect devices shall be permitted to be used on stages before proximate audiences for ceremonial or religious purposes, as part of a demonstration in exhibits, or as part of a performance, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible material and use of the pyrotechnic device complies with NFPA 1126, Standard for the Use of Pyrotechnics before a Proximate Audience (1996).

Exception No. 2: Flame effects before an audience shall be permitted in accordance with NFPA 160 - Standard for Flame Effects Before an Audience (1998) and 425 ILCS 30 and 425 ILCS 35.

Exception No. 3: Open flame devices shall be permitted to be used in the following situations, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible material or injury to occupants:

- a. Where necessary for ceremonial or religious purposes*
- b. On stages and platforms as a necessary part of a performance*
- c. Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected.*

Exception No. 4: This requirement shall not apply to heat-producing equipment complying with 9.2.2.

Exception No. 5: This requirement shall not apply to food service operations in accordance with 13.7.1.

Exception No. 6: Gas lights shall be permitted to be used, provided that precautions subject to the approval of the authority having jurisdiction are taken to prevent ignition of any combustible materials.

22. In accordance with Section 13.7.3.1, fabrics and films used for decorative purposes, all draperies and curtains, and similar furnishings shall be in accordance with the provisions of 10.3.1.
23. In accordance with Section 13.7.3.2, the authority having jurisdiction shall impose controls on the quantity and arrangement of combustible contents in assembly occupancies to provide an adequate level of safety to life from fire.
24. In accordance with Section 13.7.3.3, exposed foamed plastic materials and unprotected materials containing foamed plastic used for decorative purposes or stage scenery shall have a heat release rate not exceeding 100 kW where tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastics Used for Decorative Purposes. *Exception: This requirement shall not apply to individual foamed plastic items or items containing foamed plastic where the foamed plastic does not exceed one pound in weight.*
25. In accordance with Section 13.7.6.1, the employees or attendants of assembly occupancies shall be trained and drilled in the duties they are to perform in case of fire, panic, or other emergency to effect orderly exiting.
26. In accordance with Section 13.7.6.2, employees or attendants of assembly occupancies shall be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment where provided.

27. In accordance with Illinois' Furniture Fire Safety Act and the subsequently promulgated rules found in Title 41 Illinois Administrative Code Part 300- c, articles of seating furniture manufactured after March 1, 1991, that are used or intended for use in public occupancies or public assembly areas as defined in this Part and are placed in occupancies that are protected throughout by an approved automatic sprinkler system in accordance with either NFPA 13, (1991), or the Uniform Building Code, Standard 38-1, (1991), must meet the test requirements as set forth in California Technical Bulletin 116 (1980) , and California Technical Bulletin 117, (1980), which are hereby incorporated by reference with no later editions or amendments.

OR

28. In accordance with Illinois' *Furniture Fire Safety Act* and the subsequently promulgated rules found in Title 41 Illinois Administrative Code Part 300- a, articles of seating furniture manufactured after March 1, 1991, that are used or intended for use in public occupancies or public assembly areas, as defined in this Part (including day care centers), that are not protected throughout by an approved automatic sprinkler system in accordance with NFPA 13 (1991), or the Uniform Building Code Standard 38-1, (1991) must meet the test requirements set forth in California Technical Bulletin 133 (1991), which is hereby incorporated by reference with no later editions or amendments.

Compliance with these noted exceptions is mandatory.

No guarantee is rendered as to the completeness of the plan review, and the responsibility for full compliance with both state and locally adopted codes, standards and regulations rests with the owner or his authorized agent or subcontractor. Subsequent discovery of errors or omissions shall not be construed as authority to violate, cancel or set aside any provision of any applicable codes.



THE CITY OF LAKE FOREST
Lake Forest Fire Department
255 W. Deerpath Road
Lake Forest, IL. 60045

Tent Permit Application

Applicant: _____

Location of Tent: _____

Date: _____

Tent Contractor:

Address:

Phone _____ Fax _____ email _____

The following information needs to be submitted to the Lake Forest Fire Prevention Bureau 2 weeks prior to the tent setup by the tent contractor. The Fire Prevention Bureau will do a plan review of the proposed tent application and will inform the tent contractor if the tent is approved or disapproved.

Tent size _____

Submit paperwork with application indicating flammability rating of tent per standards NFPA 701

Submit plan diagram - location of tent and floor plan layout of tent. (tables, chairs, stage, etc.)

Use of tent _____

Occupancy Load _____

Date of Installation _____

Number of days tent will be on site _____

Please read the attached information regarding tent requirements

As per the fee schedule adopted by the City of Lake Forest as of May 1, 2017 the following fees for the inspection of tents are as follows:

Tents - Includes plan review, final tent inspection, and a Life Safety Inspection prior to the event.
Fee - \$100.00 or \$.05 per square foot whichever greater

TOTAL COST OF TENT INSPECTION \$ _____

This fee will be charged by the City of Lake Forest to the person applying for the use of a tent. This fee will be included in the billing if the tent is used in conjunction with a Special Event Permit through City Hall. If the tent is used for something that does not require a Special Event Permit through City Hall, the fee will be due when the tent permit application is approved and ready to be picked up. The Fire Prevention Bureau will call you when the permit can be picked up at the Public Safety Building. The approved tent permit application can be picked up at the Public Safety Building from the Fire Department Secretary during normal business hours, Monday thru Friday 8:00 am to 4:30 pm. Please make checks payable to The City of Lake Forest. Any questions please contact the Fire Prevention Bureau at 847-810-3891.

Office Use Only

Tent Permit fee _____

Date Paid _____

Mike Gallo
Division Chief
Lake Forest Fire Prevention Bureau
Office: 847-810-3866
Email: gallom@cityoflakeforest.com

Jamie Nixon
Admin. Assist.
Lake Forest Fire Department
Office: 847-810-3867
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Permits may be emailed to the email addresses listed above.
Please copy both email addresses when sending