

1. Names and address of the owners of the tent, canopy or air-supported structure.
2. Date the fabric was last treated with flame-resistant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm testing the material.
5. Name of testing agency and test standard by which the fabric was tested.



Heating and Cooking Equipment

- ◆ Cooking and heating equipment shall not be located within 10 feet of exits or combustible material. (OFC 3104.15.4)
- ◆ Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet from a tent, canopy or membrane structure. (OFC 3104.15.6)

LP Gas

- ◆ Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than 10 feet. (OFC 3104.16.2.1)
- ◆ Portable LP-gas containers with a capacity of more than 500 gallons shall have a minimum separation between the container and structures not less than 25 feet. (OFC 3104.16.2.2)



Temporary Membrane Structures, Tents and Canopies

Command & Business Operations Center (CBOC)

11945 SW 70th Ave
Tigard, OR 97223
503-649-8577

South Operating Center (SOC)

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503-259-1500

Permit Requirements

- ◆ Tents, canopies, or temporary membrane structures having an area in excess of 10,000 square feet shall not be erected, operated or maintained for any purpose with-out first obtaining a permit and approval from the fire code official. (OFC 3103.2)

Use Period

- ◆ Temporary tents, air-supported, air-inflated or tensioned membrane structure and canopies shall ne used for a period of not more that 180 days within a 12 month period on a single premise. (OFC 3103.5)

Construction Documents

- ◆ A detailed site and floor plan for tents, canopies, or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. (OFC 3103.6)

Inspections

- ◆ The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per permit use period, by the permittee, owner or agent to determine that the installation is maintained in accordance with this chapter. (OFC 3103.7)

Exception: Permit use periods of less than 30 days.



Access, Location and Parking

- ◆ Fire apparatus access roads shall be provided in accordance with the following:
 1. Fire apparatus access road shall extend to within 150 feet of all portions of the structure as measured by an approved route around the exterior of the structure. (OFC 503.1.1)
 2. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1)
 3. Fire apparatus access roads shall be designed and maintained to support the imposed loads of the fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. (OFC 503.2.3)

Location

- ◆ Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy. (OFC 3103.8.2)

Exceptions:

1. Separation distance between membrane structures, tents and canopies not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.
2. Membrane structures, tents, or canopies need not be separated from buildings when all of the following condition are met:
 - 2.1 The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet.

2.2 The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the International Building Code.

2.3 Required mean of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.

2.4 Fire apparatus access roads are provided.

Fire Breaks

- ◆ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official. (OFC 3103.8.6)

Anchorage Requirements

- ◆ Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request. (OFC 3103.9)

Separation of Generators

- ◆ Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet and shall be placed on an approved surface. Such equipment shall be isolated from contact with the public by fencing, enclosure or other approved means. (OFC 3104.19)

Vegetation Removal

- ◆ Combustible vegetation that could create a fire hazard shall be removed from the area occupied by a tent, canopy or membrane structure, and from areas within 30 feet of such structures. (OFC 3104.21)

Smoking

- ◆ Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted in accordance with Section 310. (OFC 3104.6)

Combustible Materials

- ◆ Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. (OFC 3104.5)

Waste Material

- ◆ The floor surface inside tents or membrane structures and the grounds outside and within 30 feet perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premises at least once a day during the period the structure is occupied by the public. (OFC 3104.22)

Fireworks

- ◆ Fireworks shall not be used within 100 feet of tents, canopies or membrane structures. (OFC 3104.8)

Fire Extinguishers

- ◆ Portable fire extinguishers shall be provided in accordance with the following: (OFC 906.2)
- ◆ For every 1,500 square feet-One 2-A:10B:C rated fire extinguisher.
- ◆ Travel distance to any extinguisher shall not exceed 75 feet
- ◆ A listed class K fire extinguisher shall be located within 30 feet of commercial type cooking equipment.

Means of Egress

- ◆ Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure, and shall be located such that all points are 100 feet or less from an exit. (OFC 3103.12.1)

TABLE 3103.12.2
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF
EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES AND TENTS

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

Exit Signs

- ◆ Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. (OFC 3103.12.6.1)

Means of Egress Illumination

- ◆ Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power. (OFC 3103.12.7)

Flame-Resistant Treatment

- ◆ Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies and membrane structures and their appurtenances, sidewalls, drops and tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and that such flame resistance is effective for the period specified by the permit. (OFC 3104.2)
- ◆ Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type. (OFC 3104.3)
- ◆ An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric: (OFC 3104.4)