



Town of Secaucus Bureau of Fire Protection
1203 Paterson Plank Road 2nd Floor
Secaucus, New Jersey 07094

Phone: 201-330-2059 Fax: 551-257-7200

APPLICATION FOR TENT, CANOPY, OR MEMBRANE STRUCTURE PERMIT

LOCATION INFORMATION:

Owner of Premises:		Street Address:	
Municipality:		County:	
State:	Zip Code:	Phone Number:	Fax Number:

APPLICANT INFORMATION:

Applicant Name:		Street Address:	
Municipality:		County:	
State:	Zip Code:	Phone Number:	Fax Number:

Tent Permit requested for the following date(s): _____

*Note: Application must be submitted one (1) week prior to the event date to allow processing and inspection.

Tent Side: _____ x _____ sq. ft. Anticipated occupancy: _____ persons

Cooking inside tent: yes ___ no ___ If yes: _____ LP-gas _____ Charcoal _____ Electric
Certificate of Flame retardant treatment must be attached to Application for permit.

Certification that tent materials meet the flame propagation performance criteria of NFPA 701 must be attached to the Application for Permit.

I hereby acknowledge that the information given is correct, and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code and the Secaucus Bureau of Fire Prevention and any specific conditions imposed, and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

Applicant's Signature

Title

Date

For Official Use Only

Application for tent permit received on: _____ Tent inspected on: _____

_____ Permit Denied _____ Permit Approved _____ Conditions Imposed _____ Permit Issued on: _____

Make Checks payable to: Town of Secaucus

Type 1 Permit Fee of \$54.00 received on: _____

Fire Official: _____ Date: _____



Town of Secaucus Bureau of Fire Protection
1203 Paterson Plank Road 2nd Floor
Secaucus, New Jersey 07094

Phone: 201-330-2059 Fax: 551-257-7200

Requirements for Tents, Canopies, or Membrane Structures

The following requirements are from the New Jersey Uniform Fire Code, and the Secaucus Bureau of Fire Prevention, and should be used as you prepare for the use of a tent, canopy or membrane structure for your affair.

A Type I Permit is required for all tents, canopies or membrane structures. This permit is available from the Bureau of Fire Prevention by submitting a Permit Application, available through the Bureau Office, with a check for the permit fee of \$54.00. This application should be submitted 1 week prior to the planned event. Issuance of the permit will be determined upon adherence to the following points:

1. Tents, canopies or membrane structures that exceed 140 feet in one dimension, or 16,800 square feet will also require a Uniform Construction Code (UCC) permit and inspection.
2. Tents separated by 5 feet or more are considered separate tents.
3. The tents, canopies, or membrane structures shall be removed within 3 days of the event date(s).
4. The tent or canopy may not have a permanent anchoring system.
5. If the tent, canopy, or membrane structure has occupancy of more than 50 persons, a detailed Site and Floor plan is required with the Permit Application. This Plan should show means of egress, seating capacity and plan, and location of heating or electrical equipment. A construction permit and inspection may be required for heating or electrical equipment pursuant to the requirements of the UCC.
6. An inspection of the tent, canopy, or membrane structure by the Bureau of Fire Prevention is required prior to the issuance of the Permit.
7. Tents, canopies, or membrane structures shall not be located within 5 feet of lot lines, buildings, other tents, canopies, parked vehicles or internal combustion engines. Separation distance between tents not used for cooking is not required.
8. Means of egress (exits) shall be spaced at approximately equal intervals around the perimeter of the tent.
9. Before a Permit is granted, the owner or agent shall file with the Fire Official, a certificate executed by an approved testing laboratory certifying that the tents, canopies or membrane structures are composed of material meeting the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit application.
10. Tents, canopies or membrane structures shall have a permanently affixed label bearing the identification of size and fabric or material type.
11. A certificate must be submitted to the Fire Official containing the following information: Name and address of owner of tent; date the fabric was last treated with flame retardant solution, trade name of chemical used, name of person or firm treating the material and name of testing agency and test standard by which the fabric was tested.
12. Combustible materials such as hay, straw, shavings or similar materials shall not be used within any tent or canopy.
13. Smoking is not permitted in any tent. NO SMOKING signs shall be posted.
14. Fireworks shall not be used within 100 feet of any tent or canopy.
15. One, size 2A:10B-C fire extinguisher shall be located within each tent, canopy or membrane structure.
16. Cooking equipment designed to be vented may not be vented inside the tent or canopy.
17. Tents or canopies where cooking is performed shall be separated from other tents by a minimum of 5 feet. If the occupancy load of the tent is 50 or more, the separation distance shall be 20 feet.
18. Electrical heating or cooking equipment may be required to comply with the electrical sub code of the UCC and may require an electrical permit and inspection.
19. LP-gas containers shall be located outside or on the exterior perimeter of a canopy, with safety release valves pointed away from the tent or canopy.
20. LP-gas containers shall be located a minimum of 5 feet from any heat producing device.
21. Flammable liquid fueled equipment shall not be used in tents, canopies or membrane structures.
22. The Fire Official has the authority to establish any measures or conditions deemed necessary for the safe conduct of the activity planned.