Wylie Prevention/Community Risk Reduction Division
Mailing Address: 300 Country Club
Physical Address: 2000 N Hwy 78, Suite 203
Wylie, TX 75098
(972) 442-8110

Requirements for Temporary Membrane Structures, Tents and Canopies

A temporary permit is required to: To *erect or operate an air-supported temporary membrane structure or tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet, except for structures used exclusively for camping.*

The following procedures must be followed in order to pass inspection.

- Applicant shall provide the Wylie Prevention/Community Risk Reduction Division with a site plan drawing referencing information listed below. Payment for contractors and permits must be received before plans will be reviewed.
- In accordance with International Fire Code (IFC) 2012, the following fire code requirements must be addressed.
- Period of intended use of the Temporary membrane structures tents and canopies. The maximum used for a period of not more than 180 days within a 12-month period on a single premise.
- Fire apparatus access shall be provided.
- Temporary membrane structures, tents and canopies shall not be located within 20 feet of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines.

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

- For the purpose of determining required distances, support ropes and guide wires shall be considered as part of the temporary membrane structure, tent or canopy.
- Temporary membrane structures, tents and canopies and their appurtenances shall be adequately braced and anchored to prevent weather related collapse.
- Air-supported and inflated Structures design and construction of the fabric envelope, the method of anchoring, and inflation systems for air-supported and air-inflated structures shall be in accordance with the Building Code.
- The sidewalls, drops and tops of temporary membrane structures, tents and canopies shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner.
- 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.

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Temporary membrane structures, tents or canopies shall have a permanently affixed label bearing the following information:

- Identification of temporary membrane structure, tent or canopy, size and fabric or material type.
- For flame-resistant materials, the necessary information to determine compliance with National Fire Protection Association (N.F.P.A) Standard 701.
- For flame-retardant-treated materials, the date that the temporary membrane structure, tent or canopy and other combustible materials were last treated with an approved flame retardant.
- The trade name and type of flame retardant utilized in the flame-retardant treatment.
- The name of the person and firm that applied the flame retardant.
  - A minimum of one portable fire extinguishers shall be provided and one additional fire extinguisher for every 3000 square foot.
  - Occupant load requirements shall be in accordance with the City of Wylie Building official.
  - Seating in temporary membrane structures, tents or canopies shall be in accordance area of assembly requirements.
  - Exits shall be spaced at approximately equal intervals around the perimeter of the temporary membrane structure, tent or canopy and shall be located such that all points are 100 feet or less from an exit. Every tent and temporary membrane structure or usable portion thereof shall have at least one exit and not less than the number of exits required.
  - Exit openings from tents shall remain open unless covered by a flame-resistant curtain, provided:
    - Curtains shall be free sliding on a metal support. The support shall be a minimum of 8 feet above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtains obstructs the exit.
    - Curtains shall be of a color, or colors, which contrast with the color of the tent.

Smoking shall not be permitted in temporary membrane structures, tents and canopies or in adjacent areas where hay, straw, sawdust or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.

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- Fireworks, open flames and devices capable of igniting combustible materials shall not be used in or adjacent to a temporary membrane structure, tent or canopy, unless otherwise approved.

- Cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved or in accordance with the Mechanical Code.

EXCEPTION: Operations such as warming of foods, cooking demonstrations and similar operations, which do not present an ignition hazard.

- Cooking and heating equipment shall be vented to the outside air by approved means. Where vents or flues are used, all portions of the temporary membrane structure, tent, or canopy shall be no less than 12 inches (305 mm) from the flue or vent. Solid-fuel-burning equipment shall be equipped with spark arrestors having openings not exceeding 1/4-inch

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

- Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of 20 feet.

- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a temporary membrane structure, tent or canopy.

- Flammable-liquid-fueled equipment shall not be used in temporary membrane structures, tents or canopies.

- Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from temporary membrane structures, tents and canopies. Storage shall be in accordance with Article 79.

- Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents and canopies.

- Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means.

- Combustible vegetation shall be removed from the area occupied by a temporary membrane structure, tent or canopy and from areas within 30 feet of such structures.

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Physical Address: 801-A S. Hwy 78, Suite 204
Wylie, TX 75098
972-429-0795

- Hay, straw and similar combustible materials shall not be stored inside or within 30 feet of a temporary membrane structure, tent or canopy being used for cooking or public assembly.

- Applicant understands and abides by all requirements listed previously, as well as any other safety specifications required verbally or in writing, by any city department or official, in order to protect the applicant, employees and patrons.

Plan Approval

- A representative of the Wylie Prevention/Community Risk Reduction Division must perform a site inspection two days prior to the event. The representative requesting a permit must be present for this site inspection. A permit will only be issued after plans have been reviewed and a satisfactory site inspection has been completed.

Location of Temporary Structure: _____

Resurrection Date: _____

Dismemberment Date: _____

Signature of Applicant: _____

Printed Name of Applicant: _____

To be completed by WFR/Prevention/Community Risk Reduction Division :
Person issuing permit:_____

Date of Issue:_____ Renewal Date:_____

Logged by: _____ Permit Number:_____