



Fire Prevention Bureau

Information Bulletin

Temporary Tents & Membrane Structures

The following is an outline of the basic or common requirements to be adhered to when erecting/operating a temporary tent or membrane structure.

Definitions: **Tent** – A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.

Membrane Structure – An air inflated, air supported cable or frame covered structure as defined by the *International Building Code* not otherwise defined as a tent.

Outdoor Assembly Event – For the purpose of this definition, an outdoor assembly event shall include a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.

Requirements:

A Permit is required to erect and operate a temporary tent and membrane structure having an area in excess of 400 square feet. Shall not be erected, operated or maintained for any purpose without first obtaining a Permit and approval from the *fire code official*.

Permit Applications must be submitted online no later than 10 business days prior to event. For Temporary Use/Tent Permit Application, click this link:

<https://greenvillesc.gov/FormCenter/Building-Permits-19/EForm-Temporary-Use-Application-New-no-p-380>

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides, which comply with all of the following:
 - a. Individual tents having a maximum size of 700 square feet.
 - b. The aggregate area of multiple tents placed side by side without a firebreak clearance of not less than 12 feet shall not exceed 700 square feet total.
 - c. A minimum clearance of 12 feet to structures and other tents shall be provided.

Use Period:

Use period shall not be erected for a period of more than 180 days within a 12-month period on a single premises.

Construction documentation required:

A detailed site and floor plan for temporary tents or membrane structures with an occupant load of 50 or more shall be provided with an application for approval. The tent 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. The construction documents shall include an analysis of structural stability.



Fire Prevention Bureau

Structural Ability and Anchorage Required:

Tents or membrane structure and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. Documentation of structural stability shall be furnished to the *fire code official*.

Additional requirements may exist.

Please contact the Greenville City Fire Department – Fire Prevention Bureau at (864)-467-4450 with any questions or for additional information.