



Eagle River Fire Protection District 2026/27 Tent and Event Permit Application

Tent and Event Permits are required by Eagle River Fire Protection District for any temporary tent, canopy or membrane structure larger than 400 square feet or seven or more 10 x 10 tents. Any special event that includes more than one food truck will also require a **Tent and Event Permit**. A field inspection will be conducted to determine any additional requirements, therefore, permit applications need to be **submitted at least ten days prior to the installation** of tent or event.

Permit Payment & Submission:

Permit fee: \$200.00 per event which includes inspection, occupant load calculation, and occupant load signage. For an Operational Permit (variable events throughout season, no longer than 180 days), see schedule fee below. Any tent structure erected longer than 180 days will require a building permit.

Operational permit: If the tent or membrane structure will be part of ongoing (seasonal) events, use the fee schedule below. The tent or membrane must be used in the same configuration.

- a. \$750 > 5 events
- b. \$1750 > 10 events
- c. \$2500 > 15 events
- d. \$3000 > 20 events

Permits will not be issued until payment has been received. The permit application and payment may be mailed or submitted in person at the Eagle River Fire Protection District Administrative Offices.

Please Fill Out the Following Information:

Name of Event:

Application Date:

Applicant:

Mailing Address:

Cell Phone of Applicant:

Email Address of Applicant:

On Site Contact Name and Number:

Location of Event:

Set-up Date:

Completion Date:

Description of the event, including tent size (s):

Indicate the number of events and dates of events:

Requirements to be aware of/information to include:

- Tents installed next to buildings cannot block or impede exiting or path of egress from buildings. Egress also cannot be blocked by tent doors. A clear exit path must be always maintained.
- Any bunting, decorative materials and effect used within the tent or temporary structure must be fire resistant treated, as per requirements of the International Fire Code.
- Fire extinguishers must be current on an annual inspection, be mounted with an appropriate hanger in an obvious and easily accessible location and maximum actual travel distance cannot exceed 75 feet.
- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or any other unapproved devices shall not be permitted inside or locate within 20 feet of the tent or membrane structure while open to the public unless approved by the fire code official.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.

Provide a public safety plan for the event showing the following:

- a. Emergency vehicle ingress and egress
- b. Fire protection
- c. Emergency medical services
- d. Public assembly area
- e. The directing of both attendees and vehicles
- f. Vendor and food concession distribution
- g. The need for the presence of law enforcement, fire and emergency medical services personnel.
- h. Provide a description or sketch of the proposed tent layout, including the location of tables, chairs, dance floors, and any other interior features: