



# SHAKOPEE FIRE DEPARTMENT

*Fire & Life Safety for a Growing Community*



## TEMPORARY MEMBRANE STRUCTURES

### TENTS AND CANOPIES

Policy #12-2000 (01/01/2014) (2007 MSFC)

#### General Requirements

1. Temporary membrane structures, tents and canopies shall be installed in accordance with Minnesota State Fire Code Chapter 24 (2007).
2. Permits are required for all temporary membrane structures and tents over 200 square feet or when heat sources or cooking equipment are contained within or near the structure or tent. Permits are also required for canopies over 400 square feet.
3. A minimum of three (3) sets of plans are required. Up to 2 sets will be reviewed and returned. Additional sets to be reviewed and returned will require an additional payment as set forth in the City of Shakopee Fee Schedule. Send, or drop off plans, and specifications to:

City of Shakopee  
Fire Department  
129 Holmes Street South  
Shakopee, MN 55379

4. All plans submitted shall include the following information if applicable:
  - a. Date(s) and time(s) of event.
  - b. Date and time of installation and removal.
  - c. Site address
  - d. Emergency contact person and phone number.
  - e. Number of people attending. (approximate)
  - f. Location of each temporary membrane structure, tent or canopy on site.
  - g. Size of each temporary membrane structure, tent or canopy.
  - h. Distance from nearest structure (not including other temporary membrane structures, tents or canopies).
  - i. Distance to property lines.
  - j. Distance to automobile parking.
  - k. Distance to combustibles and internal combustion engines (other than automobiles).
  - l. Location and width of exits.
  - m. Emergency and exit lighting and exit signs.
  - n. Electrical wiring.
  - o. Seating arrangement.
  - p. Stage size and electrical requirements.
  - q. Heating/cooling units (size and location).
  - r. Floor covering (type).
  - s. Trash collection locations.
  - t. Parking and emergency access routes.
  - u. Location, size and type of fire extinguishers.

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**Mailing Address:** 129 Holmes Street South – Shakopee, MN 55379 – Phone: 952-233-9570 – Fax: 952-233-3857  
**Station #1:** 2700 Vierling Drive East  
**Station #2:** 1001 Vierling Drive West  
firesafety@ShakopeeMN.gov TTY: 952-233-3837 www.ShakopeeMN.gov

- v. Location of NO SMOKING signs.
  - w. Cooking and/or serving areas (including placement of stoves/warming devices; fuels used; fuel storage; distance from emergency exits and fire extinguisher locations, types and sizes).
5. The sidewalls, drops and roofs (tops) of all temporary membrane structures, tents and canopies shall be constructed of flame-retardant material or shall be made flame retardant in an approved manner. Coverings used on floors, including hay bales, sawdust and wood chips along with any bunting or flammable decorations shall be made flame retardant in an approved manner.
6. Approved certification shall be submitted with the application and maintained on the premises. The certification shall indicate the following:
- a. Identification of temporary membrane structure, tent or canopy including size and fabric type.
  - b. Date that fabric and other flammable materials were last treated with flame retardant solution.
  - c. Trade name and type of solution utilized during treatment. (Provide manufacture's specification sheet)
  - d. Name of firm and persons providing flame retardant treatment.
  - e. Name and address of temporary membrane, tent or canopy owner.
7. Temporary membrane structures, tents and canopies and appurtenances shall be adequately roped, braced and anchored to withstand the elements or weather against collapse. Evidence of such stability shall be provided to the Shakopee Fire Department upon request. Air-supported and air-inflated structures shall have design, construction, anchoring and inflating in accordance with the Minnesota State Building Code.
8. Plans which must be resubmitted for a second time, and each time thereafter, because of failure to meet the minimum requirements of the Minnesota State Fire Code shall be resubmitted with a resubmission fee as set forth in the City of Shakopee Fee Schedule.

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