

**ANDOVER FIRE/RESCUE  
TENT OR MEMBRANE STRUCTURE  
PERMIT APPLICATION PROCEDURE**

1. **Submit a completed tent permit application 10 business days prior to the event date.** The permit application must include a detailed site plan, certificate of flammability (obtained from your tent supplier), and a fee of \$50.00 per tent.
2. **The completed permit application is reviewed.** The application is reviewed for completion; the site plan is reviewed for legibility, 10 ft minimum distance of the tent to other structures, access roads, streets, vehicle parking distances, distance from property lines, location of generators and other internal combustion power sources, storage of flammable or combustible liquids, and the storage of other combustible items. The certificate of flammability is verified for compliance with the information stated in item #1 of the structure requirements and verification of the fee payment. A completed application includes the permit application, site plan, certificate of flammability and fee payment. **Faxed applications are not accepted. An incomplete application will be returned.**
3. **When approved, a permit to erect the tent is issued to the permit applicant.** This permit will authorize your tent supplier to erect the tent. **NO TENT STAKES OR POLES SHALL BE PLACED IN THE GROUND NOR SHALL THE TENT BE ERECTED**, unless the tent supplier has a copy of the permit approval in their possession. If the tent is discovered in the process of being erected without the permit, an immediate work stoppage order shall be issued and the tent installation shall cease. No smoking sign shall be located at the entrances to the tent. At least one (1), 2a10bc rated fire extinguisher (5 Lb.) shall be provided for every 400 Sq feet of floor space. 2 points of Exit shall be provided.
4. **Inspection is requested from the permit applicant.** The inspection must be requested at least 24 hour in advance. At the time of the inspection, all fire extinguishers, exit signs, lighting, and other equipment will need to be installed. All fire extinguishers shall be fully charged and tagged by an authorized State of Kansas fire extinguishing company and placed at accessible locations near the exits. NO extinguisher is to be obstructed in any way which will prevent it from being easily accessed in event of a fire.
5. **When the occupancy is approved (based upon the results of the site inspection) a permit to occupy the tent is issued from the fire department.** The permit to occupy the tent is issued by the fire department inspector after compliance with the tent permit requirements has been verified.