



# **Special Events Guidelines**

## **Temporary Structure/Tent Requirements**

**City of Woodinville, WA**  
**Woodinville Fire & Rescue**

## I. SERVICE AREA

- All area within the City Limits of Woodinville. Areas outside are to be in accordance with the Authority Having Jurisdiction.

## II. APPLICABLE CODES AND STANDARDS

- 2015 IFC Fire Code with local amendments
- 2015 IBC Building Code with local amendments
- Woodinville Municipal Code Chapter 8.12

## III. PLAN SUBMITTAL

- The following require a permit and an application filed with the City of Woodinville:
  1. Events outside on public property in the city greater than 30 people (see City of Woodinville municipal code 8.12 for details);
  2. Events outside on private property greater than 500 people (see City of Woodinville municipal code 8.12 for details);
  3. Temporary membrane structures 400 square feet or larger on public property in the city.
- Complete set of plans shall be submitted to the City of Woodinville a minimum of 90 days prior to the event.
- Plans for temporary membrane structures 400 square feet or larger on private property **without events**: a complete set of plans shall be submitted a minimum of 30 days prior to planned use. Plans shall be submitted to Woodinville Fire & Rescue Community Risk Reduction at [Prevention@wf-r.org](mailto:Prevention@wf-r.org)
- **Items required for a complete plan set include:**
  - An accurate scale or dimensioned site diagram indicating distances from any tents or temporary structures, location of planned event in proximity to permanent buildings, access drives, emergency access roads, parking areas, other tents or canopies, cooking and heating appliances and equipment, propane tanks, flammable liquids, pyrotechnic activities, stage locations, food or beverage service, property lines, and roadways.
  - A statement which identifies the intended use of all structures and the dates for which the permit is required.
  - Flame retardant certificate(s) for tent/canopy material (IFC Section 3104). For large and small tents, awnings and other fabric enclosures shall also apply.
  - Dimensions for all tents, canopies and membrane structures include scale.
  - Location of furnishings utilized in the tent (show location of tables/chairs/identify standing room only).

- Identify proposed occupant load of each area.
- Identify exits and include widths and type of door for each.

#### IV. FIRE DEPARTMENT/FIRE ENGINE ACCESS

- Fire apparatus access shall be provided as outlined in accordance with Woodinville Municipal Code Chapter 10 and applicable areas in IFC Section 503. Access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of 13 feet, 6 inches.
- Temporary membrane structures and tents shall not be located within 20 feet of buildings, lot lines, parked vehicles, internal combustion engines, or other temporary membrane structures or tents. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.
- Vehicles necessary to the operation of the establishment shall be parked at least 20 feet from any tent. No other vehicle shall be parked less than 100 feet from any tent except vehicles parked on a public street shall park at least 20 feet from any tent.

#### V. OCCUPANT LOADS

- The occupant load allowed in an Assembly structure shall be determined in accordance with Chapter 10 of the IFC.
- Every room or space that is an Assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place near the main exit or exit access doorway from the room or space (IFC 1004.3).
- Refer to IFC Table 1004.1.2 for calculating occupancy:

Assembly without fixed seats	
Concentrated (chairs only – not fixed)	7 net
Standing space	5 net
Unconcentrated (tables and chairs)	15 net

#### VI. EGRESS

Table 3103.12.2. Minimum Number of Means of Egress and Means of Egress Widths from Temporary Membrane Structures and Tents

Occupant Load	Min. Number of Means of Egress	Min. Width of Each Means of Egress (Inches) – Tent	Min. Width of Each Means of Egress (Inches) – Membrane Structure
10 – 199	2	72	36
200 – 499	3	72	72
500 – 999	4	96	72

1,000 – 1,999	5	120	96
2,000 – 2,999	6	120	96
Over 3,000	7	120	96

- **Exit Illumination and Signage**

- Means of egress shall be illuminated with light having an intensity of not less than one 1 foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
- Exit signs shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress when the exit serves an occupant load of 50 or more.

## **VII. SMOKING/OPEN FLAME**

- Smoking shall not be permitted in any tent or temporary membrane structure or in any adjacent areas where hay, straw, or any other combustible materials are stored or used. Approved "NO SMOKING" signs shall be conspicuously posted.
- Open flame or other devices emitting flame, fire, spark or heat or any flammable liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be used in, or located within 20 feet of the tent or membrane structure while open to the public unless approved by the fire code official.

## **VIII. COOKING AND HEATING EQUIPMENT**

- **Cooking tents**

- Tents where cooking is performed shall be separated from other tents or membrane structures by not less than **20 feet**.

- **Outdoor cooking**

- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within **20 feet** (6,096 mm) of a tent or membrane structure.

- **Liquefied Petroleum Gas**

- LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure.
- **Containers 500 gallons or less.** Portable LP-gas containers with a capacity of 500 gallons (1893 L) or less shall have a minimum separation between the container and structure of not less than 10 feet.
- **Containers more than 500 gallons.** Portable LP-gas containers with a capacity of more than 500 gallons (1893 L) shall have a minimum separation between the container and structures of not less than 25 feet.

- **Protection and security.** Portable LP-gas containers, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards, and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.
- **Generators**
  - **Separation of generators.** Generators and other internal combustion power sources shall be separated from tents or membrane structures by **not less than 20 feet** (6096 mm) and shall be isolated from contact with the public by fencing, enclosure, or other approved means.
- **Combustible Waste Material**
  - The floor surface inside tents or membrane structures and the grounds outside and within a **30-foot** (9144 mm) perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premises not less than once a day during the period the structure is occupied by the public.

## IX. FIRE EXTINGUISHERS

- **Portable fire extinguishers.** Portable fire extinguishers shall be provided as required by IFC chapter 906 and 906.3 size and distribution.
  - (a) One Class 2-A fire extinguisher shall be provided in every tent having a floor area between 500 square feet and 1,000 square feet plus one 2-A fire extinguisher in each auxiliary adjacent tent. One additional extinguisher shall be provided for each additional 2000 square feet or fraction thereof.
  - (b) At least one Class 10 B-C fire extinguisher shall be provided with each generator or transformer.
  - (c) At least one Class 10 B-C fire extinguisher shall be provided in kitchen, dining areas, and at locations where flammable or combustible liquids or flammable gases are used, stored, or dispensed.

## X. INSPECTIONS

- Provide a minimum of 72 hours notification for inspections.
- Contact Woodinville Fire & Rescue Community Risk Reduction via email at [Prevention@wf-r.org](mailto:Prevention@wf-r.org)

