



Building Division Bulletin

01-2011

Topic: Special Event Permits/ Tents

Background:

A tent structure greater than 200 square feet, used for the purposes of hosting a special event must follow the City of Benson's adopted *Building Safety Code*. This bulletin is intended to expedite the special event permit process by providing a checklist of the required submittals to comply with the safety codes.

Requirements:

- Site Plan: A complete site plan is required to be submitted with the Special Event Permit request. The site plan must show the following:
 - Property lines and dimensions.
 - Existing buildings on the subject property and setbacks from the proposed tent.
 - Road names adjacent to property and fire access to the tent.
 - Designated parking areas.
 - Location of sanitary facilities (port-a-pots or other means of sanitation).
 - Location of power facilities (generator, utility service, etc.).
- Construction Documents:
 - Detailed floor plan layout indicating the following:
 - Means of Egress
 - Seating arrangements and capacity.
 - Location and type of heating and electrical equipment.
 - Location of "No Smoking" sign.
 - Location and type of Fire Extinguisher(s).
- Flame propagation performance treatment:
 - Affidavit or Affirmation of treatment consisting of the following:
 - Names and address of the owners of the tent.
 - Date fabric was last treated with Flame- Retardant solution.
 - Trade name or kind of chemical used in treatment.
 - Name of person or firm treating the material.
 - Name of testing agency and test standard by which the fabric was tested.