

Tent Notification of Operation

- To be filled out by person or organization using the tent



Submit Notification to:

Madison Fire Department
314 W. Dayton St.
Madison, WI 53703-2579

For questions, or to contact a fire inspector, call Madison Fire at (608) 266-4420 for assistance with completing this notification.

**Complete sections A - D. It is mandatory that all applicable information be completed.
Inaccurate information may result in suspension or revocation of permit**

SECTION A: Event Address

Street Address: _____

City, State, ZIP: _____

Municipality (Village/Town/City): _____

SECTION B: Applicant/Contact Information

Trade name (Doing Business As): _____

Local Contact Person: _____

Local Contact Phone: _____ Local Contact E-mail: _____

SECTION C: Event Information

Type of structure to be erected : _____

Dimensions of structure: _____

Tent Owner: _____ Tent/Canopy License Number: _____

Date of event: _____

Setup time: _____ Setup date: _____

SECTION D: Attestation and Signature

By signing this application you acknowledge and agree to comply with Madison General Ordinance 34, Wisconsin Administrative Codes and the International Fire Code.

The statements made in this application are true to the best of my knowledge.

Signature _____ Date _____

Instructions

This notification shall be submitted to the Madison Fire Department at least **fifteen (15)** days before the tent is to be used.

Use of tents for merchandising and display

Such tents shall comply with the requirements found in M.G.O. 29.355 and are **not** subject to the notification requirements. Contact the Building Inspection Unit for more information 608-266-4551.

Provide a detailed site map and floor plan for each tent with an occupant load of 50 or more

(Occupant load is determined by taking the tent area divided by net square feet for the use and setup listed below.)

In determining the occupant load the following allowances will be used

Assembly without fixed seats:

- Chairs only (not fixed).
- Standing space
- Tables and chairs

Maximum floor area allowances per occupant:

- 7 sq. ft. net
- 5 sq. ft. net
- 15 sq. ft. net

The site plan (to scale) shall include

- Roads
- Buildings
- Fire Access (if necessary)
- Location of tents
- Cooking (if necessary)
- Fire Break (if necessary)

The floor plan shall include

- Exits (and signs)
- Extinguishers (sizes)
- Seating plan
- Seating capacity
- Aisles (width)
- Electrical equipment, if any
- Heating equipment, if any

Provide proof of Flame-resistant treatment

Temporary membrane structures and tents shall have a permanently affixed label bearing the identification of size and fabric or material type. An affidavit or affirmation shall be submitted to the fire chief and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric.

- Names and address of the owners of the tent or air-supported structure.
- Date the fabric was last treated with flame-resistant 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