

# MANHEIM TOWNSHIP ADMINISTRATIVE ORDER #2021-1

## Temporary Tent Installations – Commercial Occupancies

Chapter 31 of the International Fire Code to be referenced for additional requirements  
Administrative Order developed as permitted by PA UCC adopting Ordinance 2019-1 Section 1(D)

### 1) Purpose:

The purpose of this Administrative Order is to outline the permit and inspection requirements for Temporary Tent Installations (less than 180 days) associated with a Commercial Occupancy

### 2) When Required:

- a. A building permit is to be obtained prior to installation of tents in excess of 400 square feet as part of or supplemental to an existing commercial occupancy.
- b. A building permit is not required for residential tent installations associated with a singular event such as a wedding, graduation, reunion, party, etc.

### 3) Permit Requirements:

Submit the following for Building Permit review and approval:

- a. Completed and signed [Building Permit Application](#)
- b. \$150.00 building plan review/inspection fee and a \$70.00 zoning review fee is due for tent permits. Total permit fee of \$220.00 is due at time of permit issuance.
- c. **Construction Documents.**
  - i. **Four (4) copies of a detailed site plan.** The site plan is to include:
    1. Location of all property lines and the size of the lot in square feet.
    2. Location of all existing buildings and improvements, including but not limited to, driveways, walkways, patios, porches, and any other impervious surface.
    3. Location of the proposed tent(s) and other improvements with dimensions and distances to adjacent property lines.
  - ii. **Two (2) copies of a detailed floor plan.** The tent floor plan shall indicate:
    1. Details of the means of egress/exiting facilities
    2. Seating capacity including arrangement of the seating
    3. Location and type of heating and electrical equipment.
  - iii. **Two (2) copies of a flame propagation certificate** from an approved testing laboratory certifying that the tent is composed of material meeting the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701
  - iv. **Two (2) copies of a written narrative** that outlines compliance with all the noted requirements in Section 4 of this order. Provide documentation or a written narrative to address the following:
    1. Intended use of the tent
    2. Handicap Accessibility provisions (As a minimum an accessible route is to be provided)
    3. The added tent occupant load needs to be added to the occupant load of the existing facility and supported by the existing plumbing fixtures. Provide a description of existing plumbing fixtures (type and number) and their distance to the proposed tent location
    4. Proposed heating appliances including LP tank installations (size and location of tanks)
    5. Electrical installations
    6. Proposed exit and no smoking signage
    7. Fire extinguisher types and locations
  - v. **Two (2) copies of structural engineering** for tent installations planned for winter months to legitimize snow loading designs. Tent installations that would extend between November 1<sup>st</sup> and April 1<sup>st</sup> would require engineering with a 30-pound snow load factored into the design of the tent.

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### 4) Installation Requirements:

- a. Tents located near buildings shall comply with Section 3103.8.2 of the International Fire Code
- b. Exits for tents shall be equally distributed such that all points are 100 feet or less from an exit
- c. Exits shall be clearly marked. Internally or externally illuminated exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress where the exit serves an occupant load of 50 or more
- d. Hay, straw, shavings or similar combustible materials shall not be located within any tent containing an assembly occupancy
- e. Smoking shall not be permitted in tents. Approved “No Smoking” signs shall be conspicuously posted per direction from the Code Official
- f. Heating appliances are subject to field inspection and approval. Heaters are to be installed per manufacturer’s instructions to ensure necessary clearances and venting requirements
- g. Open flame devices emitting flame, fire or heat, cooking device or any other unapproved device shall not be permitted inside or located within 20 feet of the tent unless approved by the Code Official
- h. Portable fire extinguishers shall be provided as required by Section 906 of the International Fire Code
- i. LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and tent not less than 10 feet
- j. Generators shall be separated from tents or membrane structures by not less than 20 feet

### 5) Inspection Requirements:

Tent(s) shall be inspected at regular intervals, but not less than two (2) times per permit use period to determine that the installation is maintained in accordance with this Administrative Order.

### 6) Exiting Requirements for Temporary Tents:

- a. Tent occupant loads shall be calculated per Chapter 10 of the International Building Code
- b. The number and width of exits shall be determined by table 3103.12.2 of the International Fire Code

TABLE 3103.12.2  
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF  
EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES AND TENTS

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 <sup>a</sup>	7	120	96



Issued By:

Andrew S. Bowman, Director of Code Compliance

Effective Date:

January 26, 2021

Revised 7/2/21