

OFFICE of the STATE FIRE MARSHAL
450 Columbus Boulevard
Hartford, CT 06103



Information required to complete a plan review for events utilizing tents includes but is not limited to the following:

Tents per the CT State Fire Safety Code are as follows:

Tents and membrane structures having an area in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without obtaining approval from the fire official.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides which comply with all of the following:
 - 2.1 Individual tents having a maximum size of 700 square feet (65 m²)
 - 2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3,658 mm), not exceeding 700 square feet (65 m²) total.
 - 2.3 A minimum clearance of 12 feet (3,658 mm) to all other structures and tents.
3. Tents 900 square feet and smaller in total area when occupied by fewer than 50 persons, which have no heating appliances, no installed electrical service and are erected for fewer than 72 hours.

Provide the following for each event:

- Tent sizes with an indication of sides or no sides.
- Type of tent anchoring to be used by the tent company. (weights/location)
Anchoring per the CFSC and per the SBC in the adoption of 2022 CT Codes.
- Detailed site plan – showing the relationship of the tents to other structures or tents either temporary or permanent etc. (show distances)
- Detailed floor plan – showing the proposed layout of tables, chairs, platforms, food tables, podiums, etc. (show distances between all items)
- Detailed seating plan – seating plan in rows, or at tables, or both, aisles, aisle access ways, exits and dimensions.
- Exit signs – show locations of exit signs and whether internally or externally illuminated.
- Certification of tent flammability – certification for tents and all individual sections to be used.
- No smoking signs – location of “No Smoking” signs.
- Lighting – location of lighting if used and its power source.
- Fire Extinguishers – location and type of fire extinguishers.
- Occupant load sign – location of occupant load sign. (over 50 occupants)
- Heating equipment – to be used, if any. (type, model, fuel source)
- Cooking equipment – to be used, if any, location of cooking area in relation to tents, fuel source for cooking equipment. (show distances)
- LP gas tanks – to be used, if any, refer to heating and cooking above.
- Display of motor vehicles – to be displayed, if any.
- Generators – to be used, if any, location in relation to tents and other building, fuel source.
- Food trucks – if any, location and spacing in relation to tents and other structures.

Include legend/key to identify symbols used on any drawings with notes to explain detail.

Additional info: Date & Time of Event, Name and Contact number for the Tent Company.