



Borough of Highlands
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Tent or Canopy Fire Safety Permit

TYPE 5 PERMIT - The Fire Marshal is empowered to issue special permits for activities not covered in the permit sections. However, no such permit shall be granted without maximized assurance of the safety of the public. The fees for such permits shall be neither less than fifty-four (\$54.00) dollars nor more than six hundred forty-one (\$641.00) dollars as deemed appropriate by the fire marshal.

The Tent/Canopy Permit Application fee of **\$100.00**, must be submitted to the Fire Marshal's Office a **minimum of 7 days prior** to the use of the tent.

Instructions & Information:

Anyone wishing to utilize a tent or canopy, which is greater than 900 square feet in area or more than 30 feet in any dimension, but less than 16,800 square feet in area, must obtain a Fire Safety Permit.

This packet is designed to provide applicants with the requirements of the Tent/Canopy Permit, as specified in the New Jersey Uniform Fire Code.

Definitions:

Tent: A structure, enclosure, or shelter, greater than 900 square feet in area or more than 30 lineal feet in any direction, constructed of fabric, and having walls on 25% or more of the lineal perimeter.

Canopy: Any structure, enclosure, or shelter, greater than 900 square feet in area or more than 30 lineal feet in any direction, constructed of fabric, having walls less than 25% of the lineal perimeter.

General Provisions for All Tents/Canopies:

- Cooking under an occupied tent/canopy is strictly PROHIBITED by N.J.A.C. 5:70-3, 2404.15.5.
- Tents/canopies where cooking is performed must be separated from other tents by a minimum of 20 feet.
- Smoking is PROHIBITED in/under any tent as per N.J.A.C. 5:70-3, 2404.6.
- Hay, straw, shavings, or similar combustible materials shall not be located within any tent or canopy.
- A minimum of one fire extinguisher is required, with a minimum rating of 2A-10 B: C.
- Propane tanks/cylinders used for heating or cooking shall be kept outside the tent/canopy and secured to prevent damage and tipping. A separate propane permit is required to be obtained.

Specific Provisions for Tents:

- Required to have a minimum of two (2) means of egress (i.e. curtains, doors, etc.), spaced at approximately equal intervals around the perimeter of the tent.
- Exit openings from tents shall remain open unless covered by a flame-resistant curtain or exit door.
- If equipped with exit doors, they shall swing in the direction of exit travel.
- If equipped with exit curtains, they shall be of a color, or colors, that contrasts with the color of the tent.
- EXIT signs shall be provided and shall be either of an approved self-luminous type or shall be internally illuminated.
- Emergency egress lighting shall be provided.
- May require an electrical permit subject to the requirements of the NJ Uniform Construction Code.

Tent/Canopy Permit application must be accompanied by the following:

- A site plan showing the location of the tent/canopy in relation to other nearby structures;
- A plan showing the location and dimensions of tables, any platforms or dance floors, cooking appliances (if any), and also indicating the number of persons anticipated at the event;
- If a tent is utilized with more than two (2) sides, the number, location, and type of exit (flap, door, etc.);
- If a tent is utilized with more than two (2) sides, the number and location of lighted EXIT signs and emergency lighting units;
- A “Certificate of Flame Resistance” provided by the tent/canopy supplier;
- A signed “Certificate of Installation” form (attach to Fire Permit Application). An installation certificate is a test certificate produced by an electrician after they have carried out wiring work. It confirms that they’ve tested the work and it’s safe.
- “Certificate of Liability Insurance” from the property owner.
- Payment of Type 5 Permit Fee of \$100.00, made payable to “Borough of Highlands”.

Occupancy Load:

- The occupancy load is calculated by dividing the total square footage of the tent by the appropriate square footage per person.
- The Fire Marshal shall calculate the occupancy load for the tent and issue an occupancy load sign which must be posted inside the tent.