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Grand Prairie, Tx Building Inspections Dept.: Permit # _____

Job Address: _____

Contact Info (Name/Ph#/Email): _____

REVIEW Guidelines, Building Inspections - Special Events Tent/Temporary Structure

Note: Fire Dept is a separate review

SPECIAL EVENTS TENT/MEMBRANE STRUCTURE QUESTIONS. Identify USE _____

IF the proposed Tent Less than 400 sq.ft., Permit not required.

- A. Open on ALL sides? – OPEN would mean Means of Egress could start on every side. _____
- B. If an individual Tent, Is it less than 700 sq.ft. _____
- C. If Multiple Tents side by side, is the total area less than 700 sq.ft.? _____
- D. Is the tent(s) located more than 12 ft (fire break, Sec 3103.2 Exc.) from all structures and other tents? _____

If the response to questions A-D is NO, a Building Permit IS REQUIRED.

1 Tent/Bundled Tent = 1 Permit Application

A simplified tent data that may exempt you from having to provide full Construction Documents are the following:

- i. Tent Area less than 700 sq.ft.,
- ii. Occupant Load/OL less than 50,
- iii. Tent is open on all sides
- iv. Tent Separation from other tent or structures = 12 ft. or more

Occupant Load Factor/OLF = 15 – unconcentrated tables and chairs

OLF=30 – Exhibit Gallery or Museum, USE is really important to assign proper OLF

SUBMIT THESE CONSTRUCTION DOCUMENTS WITH THE BUILDING PERMIT APPLICATION:

1. Scaled and Dimensioned Site Plan showing tent(s) layout, distance from adjacent structures
2. Structural Reqts – analysis of structural stability/mounting; Provide PE Evaluation Letter
3. In Floor Plan, Show Means of Egress – Exit Access Travel Distance < 100' per Sec 3103.4
(*Declare/State in plans if tent is open on all sides (or related info) to facilitate reviews*)
4. Provide information on Plumbing System requirement/toilet/restrooms.
5. Provide information HVAC and Lighting/Power/Electrical Equipment.
6. Provide Test Certificate (*per Fire propagation performance criteria per TM 1 or 2, NFPA 701*).

2021 IFC Sec 3103.6 Construction Documents.

A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. The construction documents shall include an analysis of structural stability. – *there's too many req'ts if it's a big tent, for Life Safety reasons; the less stringent pathway is make the tent less than 700 sq.ft. or if the proposed "USE" calculates to occupant load less than 50.*

Complete this form and upload related permit/pdf files at the www.gptx.org CSS portal