



FREDERICK COUNTY FIRE AND RESCUE DEPARTMENT

LIFE SAFETY DIVISION OFFICE OF THE FIRE MARSHAL

1080 Coverstone Drive
Winchester, VA 22602
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TENT INSPECTION CHECKLIST

OVERVIEW

This publication outlines the safety guidelines and permit application requirements related to tents and other membrane structures being used in Frederick County, VA.

A tent is defined as a structure, enclosure, or shelter, with or without sidewalls of drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

PERMIT REQUIREMENTS

A permit issued by the Frederick County Fire Marshal's Office shall be required for tents greater than 900 square feet or if more than 50 people will occupy the tent.

A permit application can be obtained from the Fire Marshal's Office located at 1080 Coverstone Drive, Winchester, VA or by visiting their website at www.fcva.us/fmo

INSPECTION REQUIREMENTS

If a permit is being issued by the Frederick County Fire Marshal's Office than an inspection of your tent is required. Please call the Fire Marshal's Office at (540) 665-6350 to schedule an inspection.

The Fire Code Official is authorized to conduct such inspections as deemed necessary to determine the extent of compliance with the provisions of the Code. Vendors shall comply with any applicable Frederick County, VA permits and fees.

Questions regarding the content of this publication should be directed to the Fire Marshal's Office at 540-665-6350 during regular office hours, Monday through Friday, 8:00am - 4:00pm.

LOCATION AND ASSEMBLY	YES	NO	N/A
ADEQUATE FIRE APPARATUS ACCESS PROVIDED 20 FT			
ADEQUATE PLACEMENT OF TENT(S) 20 FT FROM BUILDINGS OR PROPERTY LINE			
LOCATED AS TO NOT BLOCK AREA OF FIRE SAFETY EQUIPMENT OR FIRE LANE			
LOCATED A MINIMUM OF 10 FT FROM ADJACENT TEMPORARY STRUCTURE(S)			
12FT UNOBSTRUCTED FIRE BREAK PROVIDED			

FIRE SAFETY	YES	NO	N/A
COPY OF FIRE RETARDANT CERTIFICATE FOR EACH TENT			
"NO SMOKING" SIGNS SHALL BE CONSPICUOUSLY POSTED			
AT LEAST ONE 5LB MULTIPURPOSE 2A:10BC PORTABLE FIRE EXTINGUISHER SHALL BE HUNG AND TAGGED FOR EVERY 75FT OF TRAVEL DISTANCE			
NO OPEN FLAMES PERMITTED WITHIN TENT OR WITHIN 20 FT OF TENT			
NO FLAMMABLE LIQUID EQUIPMENT IN TENT(S)			
GENERATORS SEPARATED FROM TENT(S) BY 20 FT			

EGRESS						
EMERGENCY LIGHTING WHERE REQUIRED						
AISLE, EXIT, AND PASSAGEWAY WIDTHS MAINTAINED AT ALL TIMES						
MINIMUM NUMBER OF MEANS OF EXITS AND MINIMUM WIDTHS OF EXIT						
Occupant Load	Minimum Number of Exits	Minimum Width of Each Exit (inches)				
10 to 199	2	72				
200 to 499	3	72				
500 to 999	4	96				

TENTS WITH WALLS/SIDES OR BEING USED AT NIGHT	YES	NO	N/A
EXIT SIGNS ARE REQUIRED			
EXIT SIGNS SHALL BE EASILY SEEN VIA NATURAL LIGHTING OR ARTIFICIAL LIGHTING			
EXIT PATHWAY SHALL BE ILLUMINATED			

COOKING AND HEATING			
COOKING AND HEATING EQUIPMENT SHALL NOT BE WITHIN 10 FT OF EXITS OR COMBUSTIBLE MATERIALS			
OUTDOOR COOKING THAT PRODUCES SPARKS OR GREASE LADEN VAPORS SHALL NOT BE PERFORMED WITHIN 20 FT OF TENT			
PORTABLE LP GAS CONTAINERS WITH A CAPACITY OF 500 GAL OR LESS SHALL HAVE A MINIMUM SEPARATION BETWEEN CONTAINER AND STRUCTURE OF NOT LESS THAN 10 FT			
PORTABLE LP GAS CONTAINERS SHALL BE LOCATED OUTSIDE AND SECURELY FASTENED IN PLACE TO PREVENT MOVEMENT			
HEAT OR FUEL FIRED APPLICANCES MINIMUM OF 10 FT FROM STRUCURE. PROVIDE BARRIER TO HOT SURFACES			
COOKING TENT(S) WITH SIDEWALLS WHERE COOKING IS PERFORMED SHALL BE SEPARATED FROM OTHER TENTS BY NOT LESS THAN 20 FT			

Note: The checklist is not all-inclusive and serves to provide general guidance for assistance in using a tent within Frederick County Fire Prevention Code standards. Please refer to the current Frederick County Fire Prevention Code for any further guidance. **All tent and/or operators may be subject to locality specific fees, inspections, and/or permits.** Please feel free to contact the Frederick County Fire Marshal's Office for assistance (540) 665-6350.