

FIRE DEPARTMENT PERMITS

Permits can be downloaded at www.tempe.gov/fire and are required for the following:

Tents, Canopies, Air Supported structures, Carnivals, Festivals, Extension of Premises, Haunted Houses, Fireworks and performances using open flames.

Tents, Canopies and Air Supported Structures

A Tent/Canopy Permit is needed if the tent/canopy/air supported structure is:

- Tent - greater than 400 square feet or
- Canopy - greater than 900 square feet

All tents and canopies must meet the requirements of Chapter 24 of the 2006 International Fire Code and require approval from the Fire Prevention Office.

- Complete the Tent/Canopy Permit form and submit it along with a clean, accurate, detailed site plan (plans that are not legible will be denied) along with other required information to the Fire Prevention Office at least 14 working days prior to tent/canopy being erected. All permitted tents/canopies must be anchored to manufactured specifications.

Food Booth Requirements

- Cooking appliances require a minimum 2A-10BC extinguisher with service tags.
- Deep fat fryers require Class K extinguishers with current service tags.

Carnivals, Festivals, Extension of Premises and Fenced Areas

- Provide a clean, accurate, detailed site plan including the exterior fence dimensions to the Fire Prevention Office at least 14 working days prior to the event date.
- Fenced-in areas must have emergency exits. Emergency exits are based on the square footage of the fenced-in area.
- Emergency exits must be provided with exit signs that are illuminated if the event is after dusk and must include the following features:
 - Signs may be internally or externally illuminated
 - Signs must be a minimum of 8' above the ground
 - Signs must be secured to prevent moving or turning
 - Sign color and design of lettering must be in high contrast with the background
 - Gates, fencing panels, barriers are not permitted at exits. Caution tape is allowed.
 - Fire lanes must be kept open at all times to allow emergency response.

Haunted Houses, Fireworks and Performances using open flames

Contact the Fire Prevention Office

Fees:

Tent or Canopy Permit - \$250.00 per structure.

Extension of Premises - Less than 10,000 square feet - \$200.00
 10,000 square feet or greater - \$250.00

Carnivals and Festivals - \$200.00

Make checks payable to the "City of Tempe Fire Department"

Question should be directed to:

City of Tempe Fire Prevention Office
 Contact - Deems Shepard
 Email: deems_shepard@tempe.gov
 1400 East Apache Road, Tempe, AZ 85281
 Phone: 480-858-7238