

Tent Application Guidelines



Submittal Requirements

Applications for any tent erection should be submitted at least 7 days prior to the proposed erection date. The permit application may be found at <http://ehsd.tamu.edu>. All permits will be approved by the Authority Having Jurisdiction (AHJ).

Along with tent application, please provide a drawing of the proposed tent showing the following:

- Location of tent and adjacent structures

Request for utility locate by calling Texas 811 must be completed prior to any digging or staking over 12 inches.

- Must allow 48 hours excluding weekends and holidays for locate to be completed

Upon review of application packet, additional information, including the following items may be requested:

- Layout of proposed floor plan arrangement/ seating plan
- Location and widths of exits
- Location and specifications of fire suppression equipment
- Location of exit signs
- Flame Resistant Documentation – The tent company shall provide proof and documentation verifying the tent material to be flame resistant quality. Please provide a notarized document on company letter stating it meets flame resistant requirements and standard testing procedures as specified in NFPA 701. The document shall be signed by the company's authorized representative.

Applications and submittals should be sent to Environmental Health and Safety by one of the following methods:

Delivered: 1111 Research Parkway
Room 220
College Station, Texas 77845

Mail: Environmental Health and Safety
4472 TAMU
College Station, Texas 77843-4472

Fax: 979-845-1348

Email: ehsd@tamu.edu

EHS will review the application and associated documentation, conduct a site visit (if necessary), and upon approval issue a permit. Any modifications to the originally approved tent or membrane structure must be approved in writing before erection.

The AHJ has the final word on what will be considered safe and acceptable in regards to all tent applications and inspections.

Permits issued for tents or membrane structures shall remain in effect until reissued, renewed, or revoked or for such a period of time not to exceed 60 days. Permits are not transferable and any change in occupancy, operation, tenancy, or ownership shall require that a new permit be issued. IFC 105.3.1

Note: If food preparation for public distribution or sale is to be conducted, please reference the TAMU Food Safety and Sanitation SAP - <http://rules-saps.tamu.edu/PDFs/24.01.01.M4.02.pdf>.

Also see: <http://tailgating.tamu.edu>

Tent Application



Tent Address/ Location: _____

Applicant Name: _____ Phone: _____

Tent Supplier/Provider: _____ Phone: _____

Date of Erection: _____

Utility Locate Required (12 inch or greater penetration): Yes No - 48 hours required to complete

Has request to Texas 811 been done: Yes No - Date Requested: _____

Proposed Use of Tent:

Date(s) of Use: _____

Tent Dimensions: _____

Securing Method: _____

Type of Tent/Description:

Will Cooking or Heating Devices be used? Yes No

If Yes, Please Provide Description, Type, and Size of Cooking Operation/ Heating Devices

Signature of Applicant: _____ Date: _____

For EHS Use Only
Date: _____