



Santa Fe County Fire Department

Operational Permit Application: Tents & Membrane Structures

Authority Having Jurisdiction (AHJ or Designee): Santa Fe County Fire Department

IFC2021 Section 3103.4 – Tents, Temporary Special Event Structures and Other Membrane Structures – Permits.

Permits shall be required as set forth in Sections 105.5 and 105.6.

IFC2021 Section 105.5.49 – Scope and Administration – Required Operational Permits – Temporary Membrane Structures and Tents.

An operational permit is required to operate an air-supported temporary membrane structure, a temporary special event structure or a tent having an area in excess of 400 square feet (37 m²).

Exceptions:

- 1. Tents used exclusively for recreational camping purposes.*
- 2. Tents open on all sides, which comply with all of the following:*
 - 2.1. Individual tents having a maximum size of 700 square feet (65 m²).*
 - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65 m²) total.*
 - 2.3. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.*

Declaration of Responsible Party (RP) for this temporary membrane structure or tent event:

Event Name: _____

Tent Location: _____

Applicant/Responsible Party Printed Name: _____

Applicant/Responsible Party Cell Phone Number: _____

Applicant/Responsible Party Email Address: _____

Estimated date and time of field inspection(s): _____

_____: Initials



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Required documents to give to the Fire Administration at the time of application:

1. 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. (IFC2021 3103.6)
2. Flame propagation performance testing and certification. Before a permit is granted, the owner or agent shall file with the fire code official a certificate provided by the product manufacturer to verify that the materials have been tested and certified by an approved testing laboratory. The certificate shall indicate that the floor coverings, tents, membrane structures and their appurtenances, which include sidewalls, drops and tarpaulins, are composed of materials meeting the flame propagation performance of Test Method 2 of NFPA 701. (IFC2021 3104.2)

Additionally, it shall indicate that the bunting and combustible decorative materials and effects are composed of material meeting the flame propagation performance criteria of Test Method 1 or Test Method 2 of NFPA 701, as applicable. (IFC2021 3104.2)

Alternatively, the materials shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of the applicable test method of NFPA 701. The certificate shall indicate compliance with the testing requirements of NFPA 701, Chapter 16. The flame propagation performance criteria shall be effective for the period specified by the permit. This signed and dated Operational Permit Application. (IFC2021 3104.2)

3. (IF APPLICABLE) Tents and membrane structures greater than one story. Tents and membrane structures exceeding one story shall be designed and constructed to comply with Sections 1606 through 1609 of the International Building Code. (IFC2021 3103.9.1)
4. (IF APPLICABLE) Tents and membrane structures greater than 7,500 square feet. Tents and membrane structures greater than 7,500 square feet (697 m²) shall be designed and constructed to comply with Sections 1606 through 1609 of the International Building Code. (IFC2021 3103.9.2)

_____: Initials



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5. (IF APPLICABLE) Tents and membrane structures with an occupant load greater than 1,000. Tents and membrane structures with an occupant capacity greater than 1,000 persons shall be designed and constructed to comply with Sections 1606 through 1609 of the International Building Code.

(IFC2021 3103.9.3)

6. Items 3, 4 & 5 may be obtained through a stamped letter from a registered design professional, as specified in IFC2021 104.8.2, or through a NM State Constructions Industries Division (CID) building permit. (SFCFD FMO)

Field Inspection(s):

A field inspection shall be required for *each* qualifying tents after construction is complete and before the structure is used. The date and time of the field inspection shall be the RP's responsibility to schedule with the Santa Fe County Fire Department – Fire Prevention Division. (SFCFD FMO)

Operational Permit Fees shall be calculated by the number of qualifying tents:

Tents with Sides in excess of 400 sqft:	# _____ tents x \$50.00 USD = \$ _____
Tents without Sides in excess of 700 sqft:	# _____ tents x \$50.00 USD = \$ _____
Total fees: sum of lines a & b:	\$ _____

Summary of required documents for *each* qualifying temporary membrane structure or tent required at time of Operational Permit application:

1. This application form; all pages initialed, signed and dated (one application for all qualifying tents).
2. Detailed site and floor plan.
3. Flame propagation performance testing and certification(s).
4. Check for the above calculated amount made out to "The Santa Fe County Fire Department".

Acknowledgements

I hereby attest and acknowledge my responsibilities as the Temporary Membrane Structure/Tent operator and shall comply with the terms of this application and all applicable Fire Codes and referenced Standards as identified by the Santa Fe County Ordinance 2023-6 and Santa Fe County Resolution 2023-104 and specifically Santa Fe County Ordinance 2023-6 Section 7 Item I.

Printed Name (print legibly)

Position/Title (print legibly)

Signature
_____: Initials

Date (print legibly)