City of New Braunfels
FIRE DEPARTMENT
P.O. BOX 311747
NEW BRAUNFELS, TEXAS 78131-1747
TELEPHONE 830/221/4200
FAX 830/608/2125
424 SOUTH CASTELL AVENUE
NEW BRAUNFELS, TEXAS 78130

TENT PERMIT
(APPLICATION)

Date of Application:_____

Date of Event: _____

Name of Applicant: _____

Applicants Phone Number: _____

Name of Business: _____

Tent Location: _____

Tent Size: _____

For the Fire Marshal's Office Use Only

Flame Resistance Certificate Provided Yes ☐ No ☐

SITE APPROVAL ☐

SITE DISAPPROVAL ☐

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TENT PERMIT REQUIREMENTS

No person shall erect, operate or maintain a tent or air supported structure covering an area of two hundred (200) square feet, or greater without a permit. Tents used exclusively for camping and funeral purposes shall be exempt from the above requirements. The above regulation shall apply to any structure, enclosure or shelter constructed of canvas or pliable material supported by any manner except by air or the contents it protects.

All tents and air supported structures and all decorations shall be of flame retardant material or shall be made flame-retardant. A copy of the Certificate of Flame Resistance shall be submitted to the Fire Department, and the application filled out before a permit can be issued. The permit and the Certificate of Flame Resistance shall be kept on site.

The following requirements apply to all tents and air supported structures:

1. Site plan must be submitted with application.
2. No Smoking Signs
3. Exit Signs
4. At least one (1) Fire Extinguisher (2A10BC, 5lb min.) placed so that the travel distance is not more than 75ft, and no more than 30ft from any cooking devices. Additional extinguishers may be required to meet this requirement.
5. All electrical cords shall be in good operating condition, and capable of handling the load for the particular use, to include the use of extension cords.
6. All heat-producing equipment shall be kept at least 20ft from any combustible material and may be subject to Fire Marshal approval.
7. Tents shall be kept at least 12ft from any structure; the use of multiple tents connected together shall not exceed 700 square feet.
8. At least two (2) exits must be maintained at all times. As the size of the tents increase, the number of exits may also increase.

Additional requirements or exceptions may be implemented base on size and use.

<u>Tent Permit Fee</u>

All tents 200 square feet or larger - $75.00

Permits are required every time a tent is erected or relocated.