



Town of Lisbon Fire Dept.
Fire Prevention Bureau
 W234N8676 Woodside Rd.
 Lisbon, WI 53089
 P: 262-538-3902 | F: 262-538-3906
 Fire Marshal M. Mertens:
 mmertens@townoflisbonwi.com

**Tents Used for
 Public Assembly &
 Amusement
 Park/Carnival
 Permit Application**
 (PF-617)

Address:	City:	Zip Code:
Property Owner/Name:	Address:	Phone:
Contact Person/Name:	E-mail:	Phone:
Length and Width of Tent:		
Tent Contractor (Name, Address, Phone):		
Date of event:		
Administrative Fees	TOTAL	
<input type="checkbox"/> Work Without Permit – Quadruple Normal Fees	_____	
<input type="checkbox"/> Re-Inspection Fee (1) - \$150	_____	
<input type="checkbox"/> Re-Inspection Fee (>1) - Double Each Additional	_____	
<input type="checkbox"/> Variance Requests - \$100 Per Code Section	_____	
Requires:		
<input type="checkbox"/> Completed Outdoor Tent Permit Application <input type="checkbox"/> Site plan of event area with dimensions <input type="checkbox"/> Floor plan of all tents >400 sq. ft. - Exit size & locations - Egress widths/aisles to be provided - Egress pathway illumination & exit signage to be provided <input type="checkbox"/> Emergency plan for: - Fire - Weather - Aggressive action/security		
PLAN REVIEW FEES: \$100 per tent - # of tents _____ x \$100	\$ _____	
Amusement Parks or Carnivals (w/rides)		
\$150 per site - # of sites _____ x \$150	_____	
TOTAL DUE	\$ _____	

Check here if plans were submitted electronically.

Make checks payable to: Lisbon Fire Dept. Attn: Permits

.....
 **For LFD Use **

Payment Method: **Check** **Cash**

ENTERED ____/____/____

Date Payment Received: _____ Date Plans Received: _____

LFD Permit Number: _____ Review/Initial _____ Total Paid to LFD: _____



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REQUIREMENTS FOR USE OF OUTDOOR TENTS

A TENT is a temporary structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. Depending on the size and shape of the outdoor tent, a permit may be required.

1. PERMITS:

- A **permit** from the Lisbon Fire Dept. is required for an outdoor tent which measures >400 square feet.
- Permit applications are available at lisbonfire.com or at the address listed above.
- Make check payable to “Lisbon Fire Department”.

2. FLOOR PLANS & SITE PLANS:

If the tent meets the above specifications, a detailed floor plan of the tent must be submitted with the permit and must show:

- Length and width of tent.
- Any structures close to the outside of the tent (buildings, trailers, etc.).
- The set-up inside the tent (tables, chairs, vehicles, etc.).
- Table spacing and aisle widths.
- Entrance and exit widths. A minimum of three exits are required, more as the tent size increases.
- Minimum exit width is 6 feet. As the size of the tent increases, the exit width increases.
 - 500-999 people four exits exit width 8’.
 - 1,000-1,999 people five exits exit width 10’.

3. BEFORE THE TENT CAN BE OCCUPIED:

- Provide documentation that the structure is flame-retardant.
- Provide and maintain one 2-A: 10-BC fire extinguisher by each EXIT shown on the approved floor plan.
- Fire extinguishers must be mounted in a visible location, no higher than 5 feet off the floor.
- There should be a MAXIMUM travel distance of 100’ for a person to reach an exit in the tent.
- Centered above EACH marked “EXIT”, there must be an electrically powered, battery back-up exit sign with two emergency lights.

NOTE: PLUG IN EXIT SIGNS A FEW HOURS BEFORE EVENT TO CHARGE THE BATTERIES

4. EXIT OPENINGS:

- Minimum width 6', height 6' 8".
- Exit must remain open during business hours ...
 - UNLESS covered by a flame-retardant curtain which:
 - Is free-sliding on a metal support which is a minimum of 8' above the floor level at the exit.
 - Parts in the middle of the exit.
 - Is installed so that, when open, no part of the curtains shall obstruct the exit.
 - Is a color, or colors, that contrast with the color of the tent.
 - Is not tied or fastened closed during event hours.
- Guy wires/ropes and other support members must not cross any entrance or exit at a height lower than 8 feet.
- Tent must be placed at least 20 feet from any combustible building wall.
- No parking of vehicles is allowed within 20 feet of the tent.
- No propane, flammable or combustible liquids or gases are allowed in the tent.
- Portable space heaters of any type are not to be used, UNLESS approved by the Fire Marshal.

5. WHEN APPROVED:

- Propane bottles must be placed outside of the tent, at least 10' from any approved exit, and secured to prevent being knocked over.
- A propane heater unit may be placed outside the tent and ducted to the inside of the tent, but must be placed next to the sidewall, where the propane bottle supplying it is located.
- Duct cannot be placed in any required exit or exit path.
- Any vehicles displayed inside a tent must comply with the same permit requirements as for displaying vehicles inside a building.