



TOWN OF HARRISBURG FIRE DEPARTMENT

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Fire Marshal's Office Special Event Worksheet

Size of Tent: _____ > 200 Sq. Ft. **Permit Required:** # _____

Occupant Load: _____ > 50 detailed floor plan required, showing egress, and seating arrangement and type of heating or electrical.

Size of Canopy: _____ < 700 Sq. Ft. Single open canopy, or aggregate without 12 foot firebreak, and at least 12 feet from ALL structures and other tents. *No Permit Required.*

- Tents and canopies used for cooking shall be at least 20 feet from lot lines, buildings, other tents or canopies, parked vehicles or internal combustion engines.
- Tents not used for cooking shall not exceed 15,000 Sq. Ft. unless separation as above is provided.
- Fire Access shall be within 150 feet of the tent or canopy.
- A fire break free of guy ropes not less than 12 feet wide shall be maintained on all sides of all tents and canopies
- Tents and canopies shall be anchored adequately to withstand the elements of weather to prevent collapsing.
- Open or exposed flames or other devices emitting flame, fire or heat or other cooking device or unapproved device *shall not* be permitted inside or within 20 feet of any tent or canopy *while open to the public.*
- “NO SMOKING SIGNS “shall be posted in an approved location in all tents or canopies
- LP Gas equipment such as tanks shall be located outside the tent or canopy with the safety release valves being pointed away from the tent or canopy and fastened or secured in a manner to prevent accidental damage or unauthorized movement.
- An approved fire extinguisher with a minimum rating of 2A shall be readily accessible in all tents or canopies used for cooking. If a deep frying process or grease laden vapors are emitted a Type K extinguisher shall be required.