



**Boston Fire Department
Fire Prevention Division
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Boston, MA 02118
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<http://www.cityofboston.gov/fire/forms/>**

Requirements and Business Process for the Issuance of a Tent Permit

Please note the following exceptions:

1. BFD does not allow capacity on tents that are less than 400 square feet to exceed a capacity of 49 persons.
2. No flame certification is required for a single or the aggregate of multiple tents that are 400 square feet or less and less than 50 persons. A minimum clear space 12 feet in all directions is required. Groups of multiple tents that do not have the minimum of 12 feet in all directions will be considered to be included in the total aggregate.

Effective August 15, 2016 the Boston Fire Department requires the following:

Tent Requirement Check List *

In addition to your application where applicable one or more of the following may be required:

1. ISD's Short Form Application number listed in description section of the application if capacity is 50 or more persons and for commercial or residential use. (BFD will not proceed without it being included.)
2. 3 sets of detailed site plans to be provided if the tented area is greater than 400 square feet
3. If capacity is 50 or more persons 3 sets of the detailed site plan to include the detailed floor plan for furniture layout and egress requirements stamped by ISD for capacity as explained below.
4. Evacuation plans in narrative form to include full description of the event and the name and contact phone number of the event manager prior to and during the event. Event manager's name and contact information must be posted onsite.
5. Copy of G-28 License

The following items must be attached to the application if applicable:

1. Copy of kitchen hood system tag
2. Contract with kitchen hood cleaning company
3. Report of last hood cleaning
4. Confirm there is fire extinguisher with up to date tag
5. Permits for cooking
6. Permits for the use for a generator
7. Flame certifications for tent, furniture, carpeting, interior finishes, and decorations as applicable (**Cert # for the tent material is to be listed on the application**, any other type of certificate is to be attached to the application as is applicable).

PLAN REQUIREMENTS

Content requirements are the same regardless of format (electronic vs. paper)

- **General Content Requirements for Plan Submittal at BFD**

1. Plans must be drawn to scale from a CAD system using a ¼"=1' or 1/8" = 1' scale as appropriate
2. The egress/furniture layout plan should be included on the site plan
3. On the far right hand side plans should include the following:
 - The property address for which the permit is being requested
 - Engineering calculations as necessary for completion of the proposed design
 - Stamped approval from an Engineer or Architect if capacity is over 199
 - a. Stamp must include their seal and signature
 - For those whose capacity is greater than 49 and less than 200 persons the plans may be prepared by the license contractor with a G-28 license.
 - a. The licensed contractor signing the plans must include the contractor's license number
4. On each drawing sheet, a 3"x 3" area located in the upper right corner and adjacent to the title block shall be left empty for the placement of the Plans Examination Engineer's approval stamp.
5. All plans shall include a legend demonstrating how capacity was calculated, stating code.
6. Approved plans will need to be printed by the applicant to have on the job site.

- **Site Plan Requirements:**

1. Detailed site plan to be provided:
 - This is needed to evaluate exit discharge and fire department access requirements set by Sections 3103.6 and 3103.8 of 2015 IFC and 527 CMR 1.00 Chapter 18.

- **Place of Assembly Plans Submittal Requirements**

The Boston Fire Prevention Code (Section 27.02) requires that a permit from the Boston Fire Department be obtained to operate a "Place of Assembly". The egress plans that the Boston Fire Department requires should be prepared in accordance to the code of record. The current code is the 9th edition of 780 CMR (2015 IBC with MA amendments) with specific reference to 2015 IFC (Chapter 31, Tents and Other Membrane Structures. The plans are to include at a minimum the following information [and must be kept at the premises at all times]:

1. The capacity stamp from ISD with their reviewer's initials.
2. Places of assembly means of egress and seating arrangements are required to comply with CMR 780 Chapter 10 except as allowed or required by Chapter 31 of the 2015 IFC.
3. The occupant load for each tent shall be calculated in accordance with CMR 780 Section 1004.0. This shall be done by a Massachusetts Registered Architect or Engineer.
4. For each exit, the route to the outside of the structure, not just outside the space in question, shall be clearly indicated by distance and width. The effective width of each exit shall be dimensioned. The capacity of an egress component shall be calculated based on the effective width as dimensioned on the plan.
5. If a single location has different possible "set-ups", such as a restaurant (with tables) during the day and a bar at night (tables removed), then a separate egress plan is required for each use and an explanation of where the furniture has been relocated to is necessary.
6. The location of all seating shall be shown and the egress plan shall clearly indicate that all proper separation distances are in place to meet the aisle and access-way requirements of 780 CMR and 2015 IFC, Chapter 31.
7. Each space with a unique use, such as standing, seating, dancing, and aisle width shall be clearly delineated. The total square footage of each space shall be indicated on the plans.

Areas containing seating and their required aisles and aisle access-ways shall not be used for the calculation of standing space occupant load.

8. Location of all fire alarm devices (if applicable), exit signs, emergency lighting fixtures and panic hardware shall be indicated on the floor plans as well as the source of emergency power.
9. Street name and side street names shall be placed on drawing at exit locations.

Standing areas

Standing areas are to be delineated on the plans and the resulting square footage shown. Standing areas are allowed to be calculated at 5 square foot per person (sfp) per the code; however, clear aisles are also required by the code. 5 sfp results in shoulder-to-shoulder occupation and when an area is fully loaded at this capacity there is no room for occupants to step into to begin egress. Therefore, clear aisles are required to be maintained in the standing area and aisle floor area is not allowed to be used when calculating the occupant load.

Seating Areas

All furniture must be shown in seating layouts. Furniture varies in size and can affect the available space for the occupants significantly. For example, when using an occupant load factor of 15 square foot per person (sfp) over an unoccupied area a certain occupant load will be determined. However, if one then places very large furniture in that area, the remaining open/available area may no longer be sufficient to accommodate the calculated occupant load even at 15 sfp. The furniture could also block clear aisles and access to exits.