

Nampa Fire District - Prevention Bureau  
Prevention Phone: 208-468-5751  
Email: [Prevention@nampafire.org](mailto:Prevention@nampafire.org)  
Admin Office: 9 12<sup>th</sup> Ave South – Nampa, ID 83651

## Temporary Structure or use Application

### APPLICANT /BUSINESS INFORMATION

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Owner(s) Name (if different than applicant): \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ 24/Hr Emergency Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_

Location of Event/Structure (if different than business location): \_\_\_\_\_

Nature of Event: \_\_\_\_\_

### **TYPE OF TEMPORARY STRUCTURE**

Tent Structures	How many?	List Size(s):
Canopy Structures	How many?	List Size(s):

Please clarify or address all relevant information to describe event and structures

### **PLEASE CHECK ALL THEY WAYS THE TEMPORARY STRUCTURE(S) WILL BE USED**

Sale of Merchandise	Public Assembly	Vendor/Employee only	Other: _____
Heating Equipment: Propane/Quantity: _____	Electric/Quantity: _____	Other: _____	
Cooking Equipment: Propane/Quantity: _____	Electric/Quantity: _____	Other: _____	
Describe all cooking equipment to be used: _____			
Fuel Powered Generator: Type of Fuel: _____ Quantity: _____			
Propane heaters are not allowed inside any structure (e.g., tent, canopy, etc.) or enclosed dining area.			
Please check & indicate you understand that special requirements apply when using solid, liquid or gas fuel.			

### **APPLICANT INSTRUCTIONS**

Please pay all applicable fees (see Nampa Fire Protection District Fee Schedule) and turn in complete permit with all attached documents (see page 2 responsibilities, requirements & required documents) and email: [prevention@nampafire.org](mailto:prevention@nampafire.org) (Subject: Temporary use or structure application) or in person at Nampa Fire Administration Office. Nampa Fire Prevention Bureau will reach out to schedule an on-site inspection of your structure where you will be issued a permit if the structure passes inspection.

### **OFFICIAL USE ONLY**

Received by: _____	Date: _____	Permit #: _____
Initial Permit & Documents are approved by: _____		Date: _____

## **RESPONSIBILITIES, REQUIREMENTS & REQUIRED DOCUMENTS**

This guide outlines the fire safety requirements found in the adopted 2018 Idaho Fire and Building Codes and is checklist to help prepare for a temporary structure setup (e.g., tent for outdoor dining, canopy set ups, etc.) and inform business owners and applicants of the expectations for permits and inspections. This is not a comprehensive list and you may be asked to produce additional information/documents to pass inspection.

Temporary tents greater than 400 sq/ft and canopies greater than 700 sq/ft placed for 180 days or less require a temporary fire permit and related inspection. A site and seating plan must be included with permit application. Refer to the example on the last page for guidance.

### **Permit Requirements (Site & Seating Plan Required)**

Attach a scaled and detailed site and seating plan with permit applications. The plans must show the following (if applicable):

- Location and width of tables, fences, exit doors, aisles.
- Seating arrangement-including any tables and chairs.
- Location and size of propane (LPG) containers and/or helium tanks.
- Distance from tents to property lines, fences, and structures.
- Location of fire extinguishers, egress lighting, and exit signs.
- Parking location/spaces.

### **Tents must meet the following Requirements**

Tents and canopies shall maintain a distance of 20 feet from lot lines, buildings, and parked vehicles. The Fire Code does have some exceptions, please contact Nampa Fire Protection District for details.

- Tents and canopies shall be roped, braced, and anchored.
- Tents and canopies must be made of fire-resistant material in accordance with NFPA 701 (must bear label from manufacturer indicating so).
- Decorative materials used in tents shall be flame retardant.
- No open flame devices are allowed inside tents.
- Provide one minimum 2A: 10 BC fire extinguisher for every 3,000 square feet of floor area.
- No Smoking signs shall be displayed near each entrance/exit.
- Maximum distance to an exit shall not exceed 100 feet.
- Tents and canopies must be provided with exits (i.e., occupant load up to 10, one exit 6 feet wide, occupant load 10 to 199, two exits 6 feet wide and occupant load 200-499, three exits 6 feet wide).
- Exits must be spaced evenly around the tent perimeter.
- Provide exits signs above each exit. For occupant capacity over 100 exit signs must be illuminated and provided with a back-up power supply.

### **Electrical**

Safe use of electrical cords will keep your event's power need running without interruption. The following are specific requirements for the use of extension cords and power strips/taps:

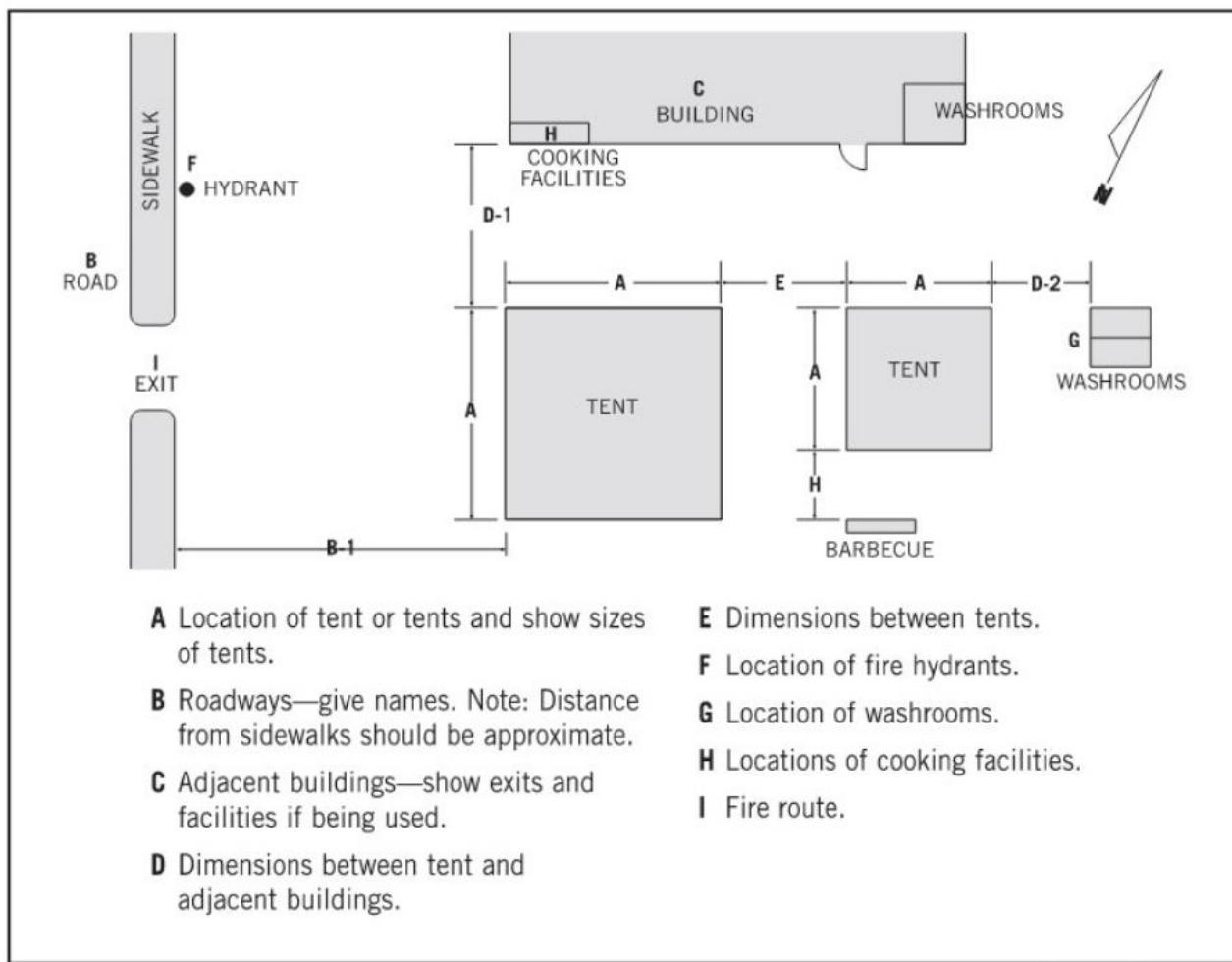
- Residential type (small gauge cord) extension cords are not allowed to be used. Extension cords used outdoors must be plugged into a GFCI protected outlet.
- Protect cord if it will be subject to foot traffic or unusual weight or tension. Cords may be protected by plastic (office style) cord covers or wood constructed (ramp style). Duct tape may be used to secure a cord if it is placed perpendicular across the cord not horizontally covering the cord.

### **Heaters & Open Flames**

Heaters add ambience and comfort to an outdoor event but must be used with extra caution. Listed below are safe permitted uses. **Approvable tent heating options are as follows**

- **Ducted Tent Heaters:** Electric, propane or natural gas direct or indirect ducted tent heaters are allowed where installed in accordance with manufacturer instructions. Heaters must have UL or other NRTL listing. The propane or natural gas source cylinder is not allowed within the tent.
- **Portable Electric Space Heaters:** Portable electric space heaters are allowed inside of a tent. Portable heaters shall have UL or other NRTL listing, over-temperature protection, ground heaters must have a tip-over switch, suspended heaters must be securely installed, and all heaters shall have clearances as required by manufacturer, but in no case less than 3 feet from any persons or combustible material including the tent or sidewall fabric. The power supply shall utilize a single listed outdoor service cord rated for the amperage and provided with GFCI protection or be provided with temporary power supply approved by the building official.
- **Catalytic Heaters:** Propane or natural gas fueled catalytic heaters which heat by chemical reaction and have no combustion are allowed within a tent or canopy. Catalytic heaters must have UL or other NRTL listing, tip-over switch and maintain clearances as required by the manufacturer, but in no case less than 3 feet from any persons or combustible material including the tent or sidewall fabric. The propane or natural gas source cylinder is not allowed within the tent.

## Site Plan Example:



## Tent Floor Plan Example:

