

# Tent/Canopy Requirements Information Sheet

1. A permit is required for tents, canopies and membrane structures having an area in excess of 400 square feet.
2. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines.
3. Traffic circulation and fire lanes must be maintained.
4. Tents/canopies must be of an approved type and conform with provisions of the *Minnesota State Fire Code and Chapter 6, Article II of the City of Bloomington Code of Ordinances*.
5. The tent area and surrounding 30 feet must be clear of combustibles.
6. If cooking or serving food, contact Environmental Services at 952-563-8934. Cooking and open flame devices are not allowed inside the tent.
7. Provide a letter describing the event.
8. Provide a site plan showing:
  - Location of all tent/canopy(s)
  - Size of all tent/canopy(s)
  - Parking
  - Fire lane provisions
  - Distances to structures and lot/property lines
9. If applicable, provide an interior plan showing:
  - Exiting/signs
  - Stage location and size
  - Fire extinguishers
  - Trash collection
  - Seating
  - Electrical/exit lighting
  - Heating
  - Floor covering
10. Refer to *Bloomington City Code, Section 19.63.06*, for additional information.
11. Call the Fire Prevention Division at 952-563-8933 for an inspection of the tent/canopy once it is set up and prior to the event.

## Questions?

Contact the Fire Prevention Division  
at 952-563-8933