Washington State Fair Event Center
Tents & Canopy Permit Instructions

A permit is required for tents and temporary membrane structures 200 square feet and canopies 400 square feet or greater.

Definitions:
Tents: Any structure enclosure or shelter constructed of canvas or pliable material supported by any manner except by air or the contents it protects. (Plastic material will not be allowed for roof cover or side enclosure cover unless it is certified as being flame retardant and will not melt and drop under fire conditions).

Canopy: Any temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects and is open, without side walls or drops, on 75 percent or more of the perimeter. (Plastic material will not be allowed for roof cover or side enclosure unless it is certified as being flame retardant and will not melt and drip under fire conditions.)

Temporary Membrane Structure: Any air-inflated, air supported, cable or frame-covered structure as defined by the IBC, which is erected for less than 180 days and not otherwise defined as a tent, canopy or awning.

Awning: A shelter supported entirely from the exterior wall of a building.

A permit will be provided by the Western Washington Fair Operations Department following completion of this form and payment of $75.00/per tent, canopy or membrane structure requiring a permit. Inspections will be provided by the City of Puyallup Fire & Building Department. An additional $25.00 fee will be charged when ordered less than one week prior to the event.

Name of Company Providing Tent_____

Name/Phone Number of Contact Person:_____

Address:_____

Event Name/Date:_____

Size of Tent or Canopy: Tent_____ Canopy_____ Other:_____

Location of Tent or Canopy_____

Date/Time when you will be ready for Inspection_____

Number of Tents/Canopies_____ X $75.00/each = _____

Enclose check or money order made out to the Washington State Fair

Attention: Denise Townsend
110 9th Ave. SW
Puyallup, WA 98371
253 841-5018 or Denise@thefair.com

Temporary Use Occupancies or Operations
Fire & Life Safety Requirements

Exits from tents and temporary membrane structures in excess of 200 square feet and canopies in excess of 400 square feet shall comply with IFC SECTION 24 TABLES 2403.12.2.

All tents, canopies, awnings and temporary membrane structures shall be of flame retardant materials.
Please see the reverse side for more detailed information on Flame Retardant Treatment and Standards.

Tents, canopies and temporary membrane structures of any size shall comply with the following standards as well as all other requirements of these rules and regulations apply:

In the event the flame-retardant application is performed by other than a "CERTIFIED" commercial applicator, a City of Puyallup Fire Department "Flame Retardant Verification Form Statement" shall be completed prior to the issuing of any permits.

FLAME RETARDANT TREATMENT AND STANDARDS:
The sidewalls, drop and tops of all tents, canopies and temporary membrane structures shall be of flame retardant material or shall be made fire retardant in an approved manner. Floor coverings, bunting, flammable decorations or effects, including sawdust when used on floors or passage ways, shall be made fire retardant in an approved manner.

An approved certification shall be retained on the premises indicating:

- Identification of tent, canopy or membrane structure, size and fabric type
- Date tent, canopy or membrane structure was last treated with flame retardant solution.
- Trade name and type of solution utilized in flame-retardant treatment
- Name of persons and firm treating materials
- Name and address of tent, canopy or membrane structure.

Please make sure that you have the following items in your tent/canopy prior to inspection. Failure to have them will result in rescheduling the inspection and additional fees.

1. Fire Extinguishers for each 3000 square feet
2. No Smoking Signs
3. Flame Resistant Label or Certificate
4. Exit Signs

The tent rental company should provide all of these items to you as part of their rental fee. The Fair will not provide these supplies.