

TEMPORARY TENT FIRE PERMIT SUBMITTAL CHECKLIST

Overview

Getting a permit requires review of many different documents, which are detailed in this checklist.

If you are unsure about any potentially applicable submittal items, please email PermitTech@Sammamish.us or submit for Project Guidance.

Code Reference

International Fire Code Adopted
SMC 16.05.130

Online Resources

www.MyBuildingPermit.com
Applications & Forms

Questions?

Contact the Permit Center

ABOUT THE TENT SUBMITTAL CHECKLIST

A fire permit is needed for a tent because tents, especially large ones, can pose a significant fire hazard due to their flammable fabric, potential for open flames or heat sources inside, and limited escape routes, so a permit ensures that proper safety measures are in place to protect people in case of a fire, including factors like location, occupant capacity, emergency exits, and flame retardant treatment of the tent material.

FEES

FEES APPLICABLE TO THIS PROJECT

**Temporary Membrane Structures, Tents, and Canopies –
Plan Review/Inspection
Technology Fee – 15%**

[See current fee schedule](#)

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.
- 2 Select “Apply For Permit”. Then select “Sammamish” as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Fire	Any Project Type	Special	Temporary Tent
- 4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.

SUBMITTAL CHECKLIST: TEMPORARY TENT

REQUIRED SUBMITTAL ITEMS

- Signed Fire Services Permit Application Form

- Acceptance of Financial Responsibility - Affidavit of Applicant Status

- Manufacturer Equipment Sheets

- Plan Set
 - Provide a site plan
 - Show layout inside the tent

- Flame Certificate
