
University of Nebraska
Fire Marshal's Office
Building and Fire Safety
1901 Y Street
Lincoln, NE 68588

Tent Permit Application

Tent: A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope, cables, or both.

*Tent permits must be renewed after 180 days.

Permit #_____

Date: _____

Applicant's Name: _____ Phone Number: _____

Applicant's Address: _____

City: _____ State: _____ Zip Code: _____

Applicant's Email Address: _____

Applicant's Signature: _____

Location of Tent: _____

Date of Event: _____ Time: _____ To: _____

Date tent will be erected: _____ Date of tent removal: _____

Describe Contents or Use: _____

Size of tent: _____

Checklist: Attach documentation as needed.

- Flame Resistance:** Tents must have a flame resistant label, or provide a certificate from the manufacturer.
- Site:** Provide an overview site map of the area.
- Tent Location:** Tents shall not be located within 10 feet of other structures, parked cars, or property lines. There shall be a minimum of 10 feet between stake lines. Tents, each not exceeding 1200 feet² in ground area and located in fairgrounds or similar open spaces, shall not be required to be separated from each other, provided that safety precautions meet the approval of the University of Nebraska Fire Marshal.
- Smoking:** There shall be “No Smoking” inside the tents, and visible signs must be posted. Those hosting the event should enforce this policy.
- Fire Extinguishers:** Portable fire extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the University of Nebraska Fire Marshal. A minimum of one (1) 2A rated fire extinguisher should be available in each tent. All fire extinguishers must be tagged, confirming that it was serviced and inspected by a certified technician within the past year.
- Fired Heaters:** Only labeled heating devices shall be used. Fuel-fired heaters and their installation shall be approved by the University of Nebraska Fire Marshal. Containers for liquefied petroleum gases shall not less than 60 inches (1525mm) from any tent and shall be in accordance with the provisions of NFPA 58. Tanks shall be secured in the upright position and protected from vehicular traffic.
- Electric Heaters:** Only labeled heaters shall be permitted. Heaters used inside a tent shall be approved. Heaters shall be connected to electricity by electric cable that is suitable for outside use and is of sufficient size to handle the electrical load.
- LP Storage:** No storage or handling of flammable liquids or gases shall be permitted at any location where it would jeopardize egress from the structure. Containers for LPG shall be installed not less than 60 inches from any tent and shall be in accordance with NFPA 58.
- Combustible Materials:** No hay, straw, shavings or similar combustible materials that have not been treated to make them flame retardant to a degree acceptable to the University of Nebraska Fire Marshal shall be permitted within any structure used as an assembly occupancy.
- Generators:** Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by a minimum of 5 ft. and shall be protected from contact by fencing, enclosures, or other approved means.

Exits: All exits must be clearly marked, and be accessible and clear of obstructions.
Emergency lighting maybe required by the University of Nebraska Fire Marshal.

Number of Exits: minimum of 2 exits if occupancy load is greater than 10 persons.

* Additional Details May be requested prior to approval

I understand that a pre-event, on-site inspection will be performed by the University of Nebraska Building and Fire Safety Division. If the site inspection does not comply with current applicable Fire/Building/Electrical codes, the permit may not be issued or maybe revoked.

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• • • **FOR OFFICAL USE ONLY** • • • □

Special Request/Notes:

This Permit Valid From: _____ To: _____

Approved By: _____ Date _____

Inspected By: _____ Date _____

Please email, or hand deliver to:
University of Nebraska Building and Fire Safety
1901 Y Street
Lincoln, NE 68588
buildsafe@nebraska.edu