



Waltham Fire Department

Tent Plan Submittal



TENT PLAN SUBMITTAL INSTRUCTIONS:

1. **Tent Submittal Form:** The first step is to **FULLY** complete the Tent Submittal Form – This must be 100% complete. * - *This is a PDF – Fill in form*
2. **Bring, Email or Mail** the completed Tent Submittal Form and the required attachments/copies to Waltham Fire Prevention

Submit IN PERSON, via Email or US Mail:

Via Email:

Email this completed Tent Submittal Form to the Fire Prevention Office at prevention@city.waltham.ma.us,

Attach the following: [as separate documents] *

Site Drawing: a GIS/Google Maps lot image with the tent on the drawing

Tent Drawing: showing inside tables, chairs, aisles, Doors & exits

Flame Retardant Material Certifications:

WFD – Detail Request Form: If Detailed FF(s) are required

WFD – Propane Storage Permit: If Propane is being used at the event.

In Person or Via US Mail:

Bring or Mail this completed Tent Submittal Form to the Fire Prevention Office at 175 Lexington Street, Waltham, MA 02452

Include: *

Site Drawing: a GIS/Google Maps lot image with the tent on the drawing

Tent Drawing: showing inside tables, chairs, aisles, Doors & exits

Flame Retardant Material Certifications:

WFD – Detail Request Form: If Detailed FF(s) are required

WFD – Propane Storage Permit: If Propane is being used at the event.

TENT & EVENT CHECKLIST:

Item	Description	2015 IFC		Select	
Floor Plan	A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each submittal. Full description.	Ch. 31 § 3103.6	Yes	No	N/A
Size	Is the tent over 400 sq. ft.?		Yes	No	
Fire Break	Minimum 12 foot clearance to all structures and other tents	Ch. 31 § 3103.8.6	Yes	No	N/A
Access/Parking	Access and parking shall comply with...	Ch. 31 § 3103.8.1-5	Yes	No	N/A
Exits	Plan list ALL exits [Table 3103.12.2]	Ch. 31 § 3103.12.2	Yes	No	N/A
Exit Openings	All exit openings shall comply with...	Ch. 31 § 3103.12.3-4	Yes	No	N/A
Exit Signage	Exit signs and illumination shall comply with...	Ch. 31 § 3103.12.6-8	Yes	No	N/A
Aisles	Aisle arrangement and widths shall comply with...	Ch. 31 § 3103.12.5-5.1	Yes	No	N/A
Occupant Load	Plan must indicated the occupant load	Ch. 31 § 3103.12.5-5.1	Yes	No	N/A
Occupants	Is the occupant load over 50		Yes	No	
No Smoking	Approved No Smoking signs shall be conspicuously posted.	Ch. 31 § 3104.6	Yes	No	N/A
Extinguishers	Portable extinguishers locations must be shown on the detailed floor plan. Portable Fire extinguishers and/or other auxiliary fire equipment shall be maintained at the site in such number and size required under § 906 of 2015 IFC. Note: Tents are view as an A2 ordinary hazard occupancy and most tents should be covered with one (1) 20ABC Extinguisher over 75.	Ch. 31 § 906	Yes	No	N/A

***Any incomplete submissions [a checklist that is not 100% complete and/or missing required documents] will not be accepted or processed and must be resubmitted.**

Phone:
781-314-3710

Deliver or Mail to:
Waltham Fire Prevention – 175 Lexington St – Waltham, MA 02452

Email:
prevention@city.waltham.ma.us



Waltham Fire Department

Tent Plan Submittal



TENT PLAN REVIEW FORM:

EVENT LOCATION:

Waltham, MA

Business/HOST or Event Name

Address

Area/Location on Site: [rear, behind, left, right of the building]

TENT COMPANY:

Tent Company Name

Address # & Street

Unit/Suite, etc.

City

State

Zip Code

Tent Contact

Phone #

Email:

TENT EVENT INFO

TENT INFO

FUEL(s)

Date of Event:

Tent Size: (sq. ft.)

Generator(s):

Yes

No

Event Time:

Site Map *

Propane:

Yes

No

Set-up Date:

Floor Plan w/ seating, tables, aisles extinguishers

If yes, how much

Removal Date:

Flame Certification

Purpose:

Tent **sides** or **doors** being used: Yes No

* Please be sure your site map and floor plan include the items list on the previous directions page.

CLIENT / EVENT COMPANY:

Client/Event Company Name

Client/ Event Company Address

Unit/Suite, etc.

City

State

Zip Code

Client/Event Company Contact

Phone #

Email:

EVENT INFORMATION:

EVENT OCCUPANCY:

This includes staff, servers, bartenders, entertainment, etc.

CROWD MANAGER REQUIREMENTS:

[Min. 1 Crowd manager per each 250 occupants]

Number of People at the event:

Yes

No

Crowd Mangers:

Yes

No

Live or amplified entertainment:

Yes

No

Number of Managers:

Is alcohol being served at this event:

Yes

No

Copy of all Crowd Manager Certs

Yes

No

----- Do Not Write Below This Line - Fire Prevention Use Only -----

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FIRE PREVENTION REVIEW:

Notes:

Detail(s) Required for the tent event(s):

Yes

No

Is yes, How many Details shall be required:

FP Officer Reviewing the Tent Application:

Date

FIRE PREVENTION INSPECTION:

Check Set Up:

Propane Signage [**NO SMOKING, FLAMMABLE**]:

Building Card Signed [if present]:

FP Officer Inspecting the Tent Set Up:

Date

Phone:

781-314-3710

Mail to:

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