
Temporary Tent/Canopy Checklist

All tent permits shall be submitted a minimum of 10 business days before the permit is desired. If your tent is less than 400sqft or canopies less than 700sqft (no sides), you will not need a tent permit provided they are spaced a minimum of 12ft to all structures and other tents. All applicable fire and life safety provisions must be met.

Please provide the following:

- All tents that require a tent permit are required to be inspected by Gwinnett County Fire Marshal's Office during normal business hours before use.
- Provide a site plan or an aerial of the property to show where the tent is proposed. Include dimensions from the tent to all structures, lot lines, other tents, and parking spaces.
- Fire Department access is required to all tents. No tents are permitted in the fire department vehicle access way to a building.
- Location of tents: 20 feet minimum from lot lines, buildings, parked vehicles, fueled equipment, or tents dedicated to cooking operations.
- Provide a floor plan/ layout of each tent. Identify each exit, exit sign, emergency light, fire extinguisher, and any furnishings.
- Show any raised floor system (subfloor), stage, or platform must be identified on the tent layout.
- Indicate the tent size and indicate whether sides will be provided or not on the drawing.
- Exit signs: to be provided where the occupant load exceeds 50 persons.
- Emergency lighting: to be provided where required for the specific occupancy type.
- Fire retardant certificate required for each tent, must match the specific tent including sides.
- Combustible material such as straw or hay is not permitted within 20ft of the tent.
- Smoking is not permitted under tents; NO SMOKING signs shall be posted.
- Provide a minimum of one 2A-10BC fire extinguisher.
- Propane tanks: must be 10 feet from tents; secured; protected from vehicles.
- Generators and fueled equipment: must be 20 feet away from tents.