

**Southlake Fire Marshal Office  
Tent Plan Review**

Tents and Other Membrane Structures Shall Comply With Chapter 31 of the  
2018 International Fire Code

**Permit application online at [cityofsouthlake.com](http://cityofsouthlake.com) – Fire Marshal Approval  
required.**

Tents and membrane structures having an area in excess of 400 square feet (37 m<sup>2</sup>) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the *fire code official*.

**Exceptions:**

1. Tents used exclusively for recreational camping purposes.
  2. Tents open on all sides which comply with all of the following:
    - 2.1. Individual tents having a maximum size of 700 square feet (65 m<sup>2</sup>).
    - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m<sup>2</sup>) total.
    - 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.
- Provide portable fire extinguisher(s) as required by section 906 of 2015 IFC
  - Provide minimum means of egress as specified in section 3103.12 of 2015 IFC.
  - Exits shall be clearly marked. Approved exit signs shall be installed at required exit doorways when the exit(s) serves an occupant load of 50 or more.
  - Open flame or other devices emitting flame, fire or heat or any flammable or *combustible liquids*, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent or membrane structures while open to the public unless *approved* by the *fire code official*.
  - Access, location and parking for temporary tents and membrane structures shall be in accordance with this section.
  - Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other *approved* means.
  - An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of tents, canopies, and membrane structures unless otherwise approved by the code official.
  - “No Smoking” signs shall be conspicuously posted.
  - The fire lane shall not be obstructed.
  - After erecting the tent or other membrane structure, call the Fire Marshal for an inspection 817-748-8233.