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DIRECTOR OF PUBLIC SAFETY

**City of St. Louis**  
**DEPARTMENT OF PUBLIC SAFETY**  
DIVISION OF BUILDING AND INSPECTION  
**FRANCIS G. SLAY**  
MAYOR



**FRANK OSWALD**  
ACTING BUILDING COMMISSIONER  
DEPUTY BUILDING COMMISSIONER

**TENTS AND AIR SUPPORTED STRUCTURES**

This application should be filled in completely, signed, and hand delivered or mailed with a check payable to the City of St. Louis in the amount of \$35 per tent over 1,000 sq. ft. to:

Permit Section, Building Division  
Room 425 City Hall  
1200 Market St  
St. Louis, MO 63103

Your application will be processed and the permit mailed to you. Please complete the following:

Address of proposed tent: \_\_\_\_\_

Date tent up: \_\_\_\_\_ Date tent down: \_\_\_\_\_

Owner of lot:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

( ) \_\_\_\_\_  
Telephone Number

Occupant of lot:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

Purpose of Tent: \_\_\_\_\_

Size of Tent: \_\_\_\_\_ Long x \_\_\_\_\_ wide x \_\_\_\_\_

Cost of Tent Rental: \_\_\_\_\_

Please read carefully, since the below-numbered items constitute ordinance requirements for this tent permit.

- 1) All tents require permits.
- 2) Tents for private family events on the same lot with a residence are exempt from permit.
- 3) Tent fabric and decorative materials to be flame-resistant and self-extinguishing.
- 4) Tents shall be erected for less than 30-days maximum.
- 5) Tent must be supported to withstand wind of 20 lbs. per sq. ft. or 90 miles per hour
- 6) Tent must stay four feet from buildings and/or interior lot lines.
- 7) Tents for 49 persons or less must have one exit. Tents for 50 to 499 persons must have two exits. Tents for 500 to 999 persons must have three exits. Emergency lighting and/or illuminated exit signs may be required.
- 8) Total width of exits: must accommodate 100 persons per 22 inches of exit width.
- 9) Travel to any exit is limited to 150 feet.
- 10) No more than eleven seats per aisle.
- 11) Aisles and exits must be free and unobstructed during tent occupancy.

- 12) No hay, straw, shavings, or similar combustible material allowed inside the tent, nor stored against the tent, unless the tent is occupied by animals only.
- 13) No combustible materials allowed under stands nor seats.
- 14) Clear the site of weeds and refuse within 50' of tent before use.
- 15) In tents occupied by the public, no open flame heating/cooking devices permitted.
- 16) All spotlights and sound systems powered by electricity only. Obtain separate electrical permits.
- 17) Portable fire extinguisher required on all tents. Tents larger than 2,500 sq. ft. require one additional fire extinguisher per 2,500 sq. ft. or fraction thereof.
- 18) Upon vacating premises, clear site of all refuse and debris.
- 19) For tents accommodating more than 100 persons, portable toilets are required if toilets are not available in the onsite building. One toilet per 100 persons of each sex, or fraction thereof, is required.
- 20) Tents shall not be under overhead electrical transmission lines, unless they are insulated and maintain clearances required by the National Electrical Code.
- 21) If tent is erected on City of St. Louis owned property, a Board of Public Service permit is required.
- 22) If you are not the owner of the lot, a notarized statement of permission from the owner is required.

I understand that if issued, this will constitute a permit to erect this tent in accord with Ordinance 63703 (Building Code), and Ordinance 63805 (Fire Prevention Code), and not a license to violate any code or ordinance provisions. I have read the above entries and agree that they are correct.

NOTE: If you have multiple tents, list information for each tent on a page attached to this application:

Agreed by:

\_\_\_\_\_  
Signature of Agent Accepting Conditions

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Name of Company, Firm or Corporation

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Company City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**SECTION 3103**  
**TEMPORARY STRUCTURES**

**3103.1 General.** The provisions of this section shall apply to structures erected for a period of less than 180 days. Tents and other membrane structures erected for a period of less than 180 days shall comply with the City of Saint Louis Fire Code. Those erected for a longer period shall comply with applicable sections of this code.

**Exception:** Provisions of the City of Saint Louis Fire Code shall apply to tents and membrane structures for a period of less than 180 days.

**3103.1 Permit required.** Tents smaller than 1,000 square feet, or for private family events on the same lot with the residence are exempt from obtaining a permit, but shall still meet the following conditions. All tents regardless of size, that effect or are part of the means of egress from any building, shall not be erected, operated or maintained prior to obtaining a permit. Tent permit(s) and the erection and maintenance of tents for the same lot shall not exceed a total maximum of 180 days in any 365 day period unless a waiver is granted by the code official. A site plan shall be submitted at the time of permit application indicating the location of the tent(s) in relation to the building(s) if applicable. The plan shall show the means of egress and the occupant load. Tents for 49 persons or less must have one exit to the exterior. Tents for 50 to 499 persons must have two remote exits to the exterior. Tents for 500 to 999 persons must have three remote exits to the exterior. Exit and emergency lighting shall be required. Tents must stay four feet minimum from interior lot lines. Tents must be supported to withstand a wind speed of 90 miles per hour (MPH), Exposure B. The use of propane tanks or equipment in the tent requires a separate permit and inspection by the Fire Marshal.

**3102.2 Construction documents.** A permit application and construction documents shall be submitted for each installation of a temporary structure. The construction documents shall include a site plan indicating the location of the temporary structure and information delineating the means of egress and the occupant load.

**3103.3 Location.** Temporary structures shall be located in accordance with the requirements of Table 602 based on the fire-resistance rating of the exterior walls for the proposed type of construction.

**3103.4 Means of egress.** Temporary structures shall conform to the means of egress requirements of Chapter 10 and shall have a maximum exit access travel distance of 100 feet (30,480 mm).

This policy memorandum will be incorporated in the next adopted City Building Code.