



**ROCHESTER
FIRE DEPARTMENT
FIRE MARSHAL**

**TENTS AND TEMPORARY STRUCTURE MEMBRANE STRUCTURE
PLAN SUBMITTAL REQUIREMENTS**

For a permit to be issued, a complete application must be submitted to the Fire Marshal's Office via Citizen's Access and subsequently reviewed and approved. The applicant must submit for approval a detailed drawing of the structure, its layout, location, separations from other structures, purpose (e.g., retail use, public assembly) through Citizen's Access. When the submittal has been approved, the required fees will be collected, and an inspection must be scheduled. Permits are issued upon inspection approval. The submittal package for a temporary structure must consist of the documents:

1. Completed permit application via Citizen Access
2. Installer/User Certification
3. Flammability certification(s) for the fabric/membrane of the temporary structure.
4. Site maps/diagrams including (minimum site plan size is 8½-x 11-inches):
 - a. Overall site plan showing entire site and general locations of all temporary structures
 - b. Detailed site plan to include the following:
 - i. Locations and dimensions of all temporary structures
 - ii. Locations and dimensions of lot lines within 50 feet of all sides of the temporary structure
 - iii. Uses within all temporary structures
 - iv. Proposed locations of any furniture (tables, chairs, stages, etc.) or related items
 - v. Locations of all fire extinguishers
 - vi. Locations and dimensions of all required aisles and exits
 - vii. Locations and distances to all permanent structures within 50 feet of all sides of the temporary structures
 - viii. Locations of all adjacent vegetation and/or other combustible materials
 - ix. Locations of fire lanes/fire department access roads
 - x. Locations, sizes and types of any flammable/combustible liquid/gas tanks
 - xi. Locations and types of any/all heating equipment
 - xii. Locations and types of all electrical equipment

Citizen's Access Permitting Portal <https://aca.rochestermn.gov/citizenaccess>