

STEP		TEMPORARY STRUCTURE WORKSHEET		
<b>1 USE and OCCUPANT LOAD FACTOR</b>		Indicate the type of use for each tent and circle in the corresponding Occupant Load Factor (OLF). Use this OLF in the appropriate space in Step 2		
	<b>TENT USE</b>	<b>OCCUPANT LOAD FACTOR (OLF)</b>	(Sq. ft/person)	
	Concentrated assembly use (chairs only, not fixed, no furniture)	7		
	Unconcentrated assembly use (tables and chairs)	15		
	Standing space only assembly use (no obstructions permitted)	5		
	Retail and all other uses.	30		
<b>2 OCCUPANT LOAD</b>		Enter the length and width of each tent in the spaces below. Multiply the length and width to determine the total square footage for each tent. Divide the total square footage by the OLF (Step 1) to determine the Occupant Load for each tent.		
	<b>Tent 1</b>	_____ x _____ = _____ / _____ = _____		
		Length Width Area Div. OLF Occupant Load		
	<b>Tent 2</b>	_____ X _____ = _____ / _____ = _____		
		Length Width Area Div. OLF Occupant Load		
	<b>Tent 3</b>	_____ X _____ = _____ / _____ = _____		
		Length Width Area Div. OLF Occupant Load		
<b>3 REQUIRED EXITS</b>		Using the Occupant Load for each tent, determine the total number of exits and minimum required width for each exit utilizing the table below. <b>Note:</b> The key difference between a Tent and a Membrane Structure for exiting purposes is that a Membrane Structure utilizes traditional doors and door frames versus a simple opening or removal of a tent side wall panel.		
	Occupant Load (From Step 2)	Required Number of Exits	Minimum width of each exit (inches)	
			Tent	Membrane
	1 - 9	1	72	36
	10 - 199	2	72	36
	200 - 499	3	72	72
	500 - 999	4	96	72
	1000 - 1999	5	120	96
	2000 - 2999	6	120	96
	Over 3000*	7	120*	96*
	*The total width of all exits shall not be less than the total occupant load multiplied by 0.2 inches per person. Exiting through other nearby tents is an unacceptable configuration.			
<b>4 EXITING SUMMARY</b>		Using the occupant loads calculated in Step 2, use the Table in Step 3 to determine the corresponding Required Number of Exits and Minimum Width of each Exit Provide the summary of this information below.		
	<b>Tent 1</b>	Required Number of Exits	Width of Each Exit	
	<b>Tent 2</b>	Required Number of Exits	Width of Each Exit	
	<b>Tent 3</b>	Required Number of Exits	Width of Each Exit	
<b>5 FIRE EXTINGUISHERS</b>		Utilizing the square footage of each tent indicate the appropriate number of fire extinguishers for each tent.		
	Size of Tent (Sq. Ft.)	Minimum required number of fire extinguishers	<b>Fire Extinguisher Summary</b>	
	1 - 200	1	<b>Tent 1</b>	
	201 - 500	2	Total Number of Fire Extinguishers	
	501 - 1000	3		
	1001 - 3000	4	<b>Tent 2</b>	
	3001 - 5000	5	Total Number of Fire Extinguishers	
	5001 - 7000	6		
	7001 - 9000	7	<b>Tent 3</b>	
	9001 - 11000	8	Total Number of Fire Extinguishers	
	Add 1 additional 2A:10BC extinguisher for each additional 2000 sq. ft. or fraction thereof.			

Remember Emergency Lighting, Exit Signs, No Smoking Signs, Fire Extinguishers, etc. Permit will **NOT** be issued if all required items are not present at the time of the inspection.