

Permit Application Procedures & Submittal Requirements for
Tent Permit

Knox County Code Administration & Inspection
Phone: (865) 215-2325
Fax Line: (865) 215-4255

Knox County Fire Prevention Bureau
Phone: (865) 215-4660
Fax Line: (865) 215-4669

SCOPE: The following is procedures for setting up a tent in Knox County and a list of items that Knox County Fire Prevention Bureau will be inspecting

APPLICATION

1. Applicant must obtain their ***CLT Map and parcel number*** corresponding to the property to be permitted. This information can be found on the owner's tax notice, or from the Property Assessor's office on the second floor (room 204) of the City-County Bldg. Or call (865) 215-2360.
2. The owner's name, address, phone and fax number.
3. A ***Certificate of Flame Retardancy*** is required, from the manufacturer.
4. Tent must meet setbacks required in the zoning ordinance for that particular area.
5. Tent permits are priced at \$ 25.00 per tent, plus a \$ 30.00 inspection fee.
6. The builder or owner is responsible for scheduling each inspection through the Code Administration Office. Please allow 24 to 48 hours lead-time for each inspection. Call (865) 215-2325 to schedule inspections

INSPECTIONS

1. Provide one 5# A.B.C. fire extinguisher for the first 1,000 square feet of tent space and one 5# A.B.C. fire extinguisher for each additional 2,000 square feet.
2. If the tent does not have open sides then exit signs must be posted at all exits.
3. All exits shall be illuminated at all times.
4. All hay, straw, trash and other flammable material shall not be stored less than 35 feet from any tent. These materials may be stored in or near tent as long as they have been treated so as to make them flame retardant.
5. Post no smoking signs in all tents.

6. No fireworks, open flame or other devices emitting flame or fire shall be used in or immediately adjacent to any tent. Only labeled heating devices shall be used in tents.
7. Emergency communications shall be provided (i.e. cellular telephone).
8. Exits shall be provided as follows:

• # of people	Number of exits	Minimum width of exit
• Up to 199	2	6 foot
• 200 to 499	3	6 foot
• 500 to 999	4	8 foot
• 1000 to 1999	5	10 foot
• Over 2000	6	10 foot
9. Tents having an area of 15,000 square feet or more shall be located not less than 50 feet from any other tent or structure.
10. A fire access land not less than 12 feet wide and free from guy ropes shall be maintained on all sides of tent.
11. Exits shall be placed so that no point is more than 100 feet from any exit.
12. Exit openings from any tent shall remain open or may be covered by canvas curtains provided:
13. Curtains shall be free sliding on a metal support.
14. Metal support to be a minimum of 8 feet above the floor level at exit.
15. Curtain shall be so arranged that when open no part of the curtains shall obstruct the exit.
16. Said curtain shall be of color or colors definitely contrasting with the color of the tent.
17. Fire hose lines, water supplies and other auxiliary fire equipment shall be maintained at the site in such numbers and sizes as may be required by the fire official.

NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 RE-INSPECTION FEE.