

Temporary Tent/Membrane Structure Application

Address of proposed tent(s): _____	
Date tent(s) to be erected: _____	Date tent(s) removed: _____
Proposed Use: _____	

Alcohol Served? Yes / No	Will there be any heating/cooking equipment in the structure? Yes / No

Structure Information

Structure Dimensions: _____	Tent Sides? Yes / No
Provider of structure(s): _____	
Address: _____	Phone Number: _____

Applicant Name: _____	Date: _____
Property Owner Signature: _____	Phone: _____
Email: _____	

****If the occupant of the property where the tent(s) will be erected is different than the property owner, a statement of permission from the property owner is required****

I certify the above information is true to the best of my knowledge. I agree to install and to use the canopy, membrane structure in accordance with the International Building Code & Fire Code requirements. I further certify that I have read the permit guidelines provided on the back of this application.

Required Documents

1. Certification of Flame Resistance
2. Site Plan with Dimensions (from building & property lines)
3. Interior Layout (tables, chairs, stage, etc.)

Temporary Tent and Membrane Structures Permit Guidelines

This document provides the Guidelines and Requirements for occupying a temporary structure such as a tent or other membrane structure in a commercial setting. The overall safety is the responsibility of the permittee, owner, or agent for whom the permit is issued.

1. An application and site plan are required to be submitted with a permit application 10 working days prior to the date of the event. The site will need to be legible showing the location of the tent, in feet, from other structures, access roads, streets, vehicle parking, and property lines. The interior plan layout shall indicate tables, stages, etc.
2. A certificate of flame-retardant treatment is to be provided with the application for each structure being permitted. Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric/material type.
3. Fire Extinguishers shall be 10-pound ABC and are to be provided in each tent or canopy by the exits.
4. An occupant load sign shall be established for the tent based upon 1 person for every 15 square feet when tables and chairs are used, one person for every 7 square feet when only chairs are used and one person for every 5 square feet for standing room. Only the usable floor space needs to be calculated when determining the occupant load. This sign shall be posted by the main entrance/exits.
5. Exits shall be spaced approximately equal intervals around the perimeter of the tent so that no point within the tent is more than 100 feet from an exit. The number of exits is dependent upon the occupant load. Exit openings from tents shall remain open unless covered by a flame-retardant curtain and shall be of a color, or colors, which contrasts with the color of the tent.
6. Self-luminous, internally or externally illuminated exit signs are required when the occupant load exceeds 49 persons. Emergency lights shall be placed in any tent when the occupant load exceeds 49.

The City of Bettendorf has adopted the 2015 International Fire Code and 2015 International Building Code. These codes, along with Municipal City Code Sections 105.1.1 and 105.7.16 require permits for tents and temporary membrane structures. Please call the permit office at 563-344-4074 and they can help you with filling out the application if you have any questions.

Temporary structures fall under the purview of Chapter (31) in the IFC & IBC which need to be met before a permit can be issued for occupancy in a commercial setting.

Membrane Structures that are erected on buildings, balconies, decks or other structures shall be regulated as permanent membrane structures in accordance with Chapter 31 of the 2015 International Building Code.

Bettendorf's zoning code also places some limitations on the location of tents as noted below:

Tents on Residential Lots: Tents shall not be erected, used, or maintained on any lot, except such small tents that are customarily used for temporary recreational purposes. (Ord. 35-17, 10-17-2017; amd. Ord. 06-20, 4-21-2020).

City Officials may perform inspections at any time while the structure is assembled.

If you have any questions regarding Temporary Tents / Membrane Structures and for inspections prior to occupancy, please contact either one of the following.

Jeremy Petersen, Building Official – jpetersen@bettendorf.org

Troy Said, Assistant Fire Chief – tsaid@bettendorf.org