



WILMINGTON FIRE MARSHAL'S OFFICE  
FIRE PREVENTION DIVISION



**REQUIREMENTS FOR THE ERECTION OF A TENT**

1. A permit **must be** obtained from the Wilmington Fire Marshal's Office. The cost of the permit is \$10; check made payable to the **City of Wilmington**.
2. Permit is good for thirty-days **only**.
3. Tents, canvas, curtains, cloth, rope and decorations shall be flamed-proofed. Certificate of Flame Resistance **must be** presented at time of application. Material shall not be older than three (3) years.
4. Fireworks or unauthorized open flames **shall not** be prohibited in tents.
5. Hay, straw, shavings or similar combustible materials **must be** treated with a flame retardant.
6. All lighting **shall be** electrical with property safeguards. Cables on the ground shall be protected from the public as tripping hazards.
7. A **minimum** of two (2) exits is required. If over 500 people, each exit shall be a **minimum** of nine (9) feet wide. For each 500 or a fraction thereof, additional exits are required.
8. Aisles shall be a **minimum** of 44 inches wide. All aisles **shall be** clear of poles, ropes, and obstructions. There **shall be** 20 feet of clear space beyond the exit.
9. All exits **shall be** lighted and marked.
10. **"No Smoking"** signs shall be posted inside and at all entrances. "Butt-cans" shall be provided.
11. Flammable liquids **shall not** be stored within 25 feet of the tent.
12. All tents shall have a **five-pound** multipurpose portable ABC fire extinguisher. The extinguishers **shall be** inspected and tagged within the last year by an authorized Fire Equipment Company.
13. **Canopies** (covering that does not have sides) have **no** requirements per City Code.
14. **The Fire Marshal's Office shall conduct a final inspection prior to occupying the tent. Contact 576-3120.**



**WILMINGTON FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**

800 French Street, 3<sup>rd</sup> Floor  
Wilmington, DE 19801-3537  
Office (302) 576-3120  
Fax (302) 573-7701



**TENT PERMIT APPLICATION**

**Permit Fee: \$10.00 Per Event (made payable to City of Wilmington)**

\_\_\_\_\_ DATE

Application is hereby made by the undersigned to **ERECT** a **TENT** in accordance with the Wilmington Fire Department

\_\_\_\_\_  
(Street where tent is to be erected)

The tent will be used for the following purpose:

\_\_\_\_\_

Date and time tent will be erected: \_\_\_\_\_ Date tent will be taken down: \_\_\_\_\_

The following shall be submitted at the time of application:

- A sketch shall be submitted to include: size of tent, location of exits, fire extinguishers, aisles, tables, chairs, electrical wiring, propane tanks, propane heaters, ducts, no smoking signs, emergency lighting, distance to the nearest structure, and type of cooking equipment and other heating appliance(s).
- Certificate of Tent Flame Resistance.
- Number of people to occupy the tent (\_\_\_\_\_).
- American Gas Association Design Certificate for Propane Heaters.

**THE TENT SHALL BE INSPECTED BY THE FIRE MARSHAL'S OFFICE PRIOR TO OCCUPANCY**

\_\_\_\_\_  
Name of Applicant/Business

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address of Applicant/Business

\_\_\_\_\_  
Telephone Number of Contact Person  
(Provide mobile number if applicable)

\_\_\_\_\_  
Signature Applicant

**FIRE MARSHAL ACTION**

**FEE PAID** \_\_\_\_\_

**PERMIT NO.** \_\_\_\_\_

This is to certify that I have received and examined this application and that it is in accordance with the provisions of the "Fire Prevention Code" of the City of Wilmington, Delaware.

\_\_\_\_\_ Approved

\_\_\_\_\_ Conditional Approval

\_\_\_\_\_ Date(s) Granted

Special Restrictions and Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Denied

Reason for Denial: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**FIRE MARSHAL**

\_\_\_\_\_  
**DATE**