



PERMITTING & DEVELOPMENT
BUILDING
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PERMIT SUBMITTAL REQUIREMENTS FOR TEMPORARY TENTS AND STRUCTURES



Purpose: This handout is intended to give guidance for when permits are required for temporary structures and temporary tents and canopies on **commercial private property**. Temporary structures for this purpose are those that are erected or in place for less than 180 days within any 12 month period.

NOTE: For tents or other structures located in the **right-of-way**, an Engineering permit is needed instead of a building or fire permit. However, the same temporary structure guidelines apply and will be incorporated into the review of the Engineering permit.

For purposes of this handout, a **structure** is a shed or other type of building constructed of wood or other rigid materials. A **tent** is constructed of fabric or other pliable material supported in any manner except by air or the contents it protects. Pop-up canopies are considered as tents.

BUILDING PERMIT IS REQUIRED AS FOLLOWS:

If the answer is "Yes" to any of the following, then a Temporary Building Permit is required, and additional fire permits will not be required. If "No" to All of these questions, proceed to fire permit section below:

1. Is the tent/structure that is being installed, on or attached to an existing building or deck?
2. Is the non-tent structure larger than 120 square feet?
3. Are there multiple non-tent structures on the same site with an aggregate area of more than 120 square feet?

If a building permit is required, please provide the following submittal items with your permit application, as outlined below:

1. Site Plan showing location, type and size of tent or other structure, and how they will be anchored to the ground. Show distance to property lines and other structures.
2. Structural & anchorage calculations along with design details (Be aware that permits for structures not meeting the full structural requirements of the building code may be limited in duration (such as 30 or 60 days), depending on the type of use, existing construction and location.
3. Floor Plan showing seating layout, egress, accessibility, fire extinguishers, heating equipment, etc.
4. Flame Retardant Certification (for tents and canopies.)

FIRE PERMIT IS REQUIRED AS FOLLOWS FOR TENTS:

If the answer is "Yes" to either of these questions below, then a Fire Operational Permit is required, and a building permit will not be required.

1. Is the tent larger than 120 square feet?
2. Are there multiple tents on the same site with an aggregate area of more than 120 square feet?

If "No" to both of these questions, a permit is not required. If a fire permit is required, please provide the following submittal items with your permit application, as outlined below:

1. Site Plan showing location, type and size of tents, and how they will be anchored to the ground.
2. Structure & Restraint design for the tent.
3. Floor Plan showing seating layout, egress, accessibility, fire extinguishers, heating equipment, etc.
4. Flame Retardant Certification.

Please note that tents used for outdoor events such as Taste Edmonds, the Edmonds Arts Festival, street fairs or a parking lot tent sale must obtain a Fire Operational Permit, but a building permit is not required.

Building permits and Operational permits may be obtained by applying online at the following link. <https://mybuildingpermit.com/>. On the website use the following selection items to apply:

BUILDING PERMIT	OPERATIONAL PERMIT
<ul style="list-style-type: none"> • Application Type: <i>Building</i> 	<ul style="list-style-type: none"> • Application Type: <i>Fire</i>
<ul style="list-style-type: none"> • Project Type: <i>Nonresidential</i> 	<ul style="list-style-type: none"> • Project Type: <i>Any Project Type</i>
<ul style="list-style-type: none"> • Activity Type: <i>New Construction</i> 	<ul style="list-style-type: none"> • Activity Type: <i>Special</i>
<ul style="list-style-type: none"> • Scope of Work: <i>Accessory Building</i> 	<ul style="list-style-type: none"> • Scope of Work: <i>Temporary Tent</i>
Fee based on hourly rate for plan review and inspection	Fee per Development Services fee schedule

For more info, contact: onlinepermits@edmondswa.gov

GUIDELINES FOR THE USE OF TENTS AND OTHER TEMPORARY STRUCTURES:

- Multiple tents are limited to a combined aggregate area of 700 SF without a 10' separation.
- All tents must be no closer than 10 feet to a building or other tent without prior approval from fire marshal.
- Structures with roof coverings must be no closer than 10 feet to a property line without prior approval from the building official.
- Flame retardant label or certificate is required for ALL tents and canopies.
- Open flames such as candles, torches, fire pits, etc. are not allowed.
- Electrical cords (single cord only) must be rated for the appliance and secured out of traffic areas.
- Tents and canopies must be anchored at all corners with a minimum 40-pound weight
- Temporary structures and tents shall not impede access to and use of accessible (handicap) parking stalls.
- Tents and canopies will be subject to an inspection by the fire marshal prior to occupancy.

HEATERS:

- Heaters must be listed and used in accordance with manufacturer's instructions.
- Fuel burning/flame producing heaters are not allowed unless approved by the fire marshal.
- Liquid Propane heaters must be radiant type heaters.
- Liquid Propane cylinders shall be 20 pounds or less, and provided with tip over protection.
- Only one cylinder is allowed per heating device.
- Cylinders shall be no more than 6 feet from heating device.
- Refilling of LP cylinders on site is prohibited unless performed by a certified LP gas supplier.
- Radiant heaters must be located no closer than three feet from combustibles, including the tent or membrane structure.
- Electric heaters are allowed with appropriate electrical cords.
- Electrical cords for lighting or heaters shall be a minimum size 12-2 with ground, and UL approved for outdoor use. All cords shall be free of splices, cuts or breaks in outer sheathing. Only UL or other agency approved strip plugs with integral circuit breaker may be used.
- Electrical cords must be properly protected from damage.
- Tip over switches are required on all heaters.

For more information on heaters, contact South County Fire at 425 775-7720.