

Tent – Temporary free-standing structure consisting of a roof, supports and sides (sides may be rolled up). Tents can be erected for no more than **30 days** per calendar year.

Canopy – Temporary free-standing structure consisting of a roof and support only (no sides). Temporary canopies can be erected for no more than **120 days** per calendar year.

Applications for Plans Review must be submitted to:

Inspections Bureau

City of Knoxville

400 Main St., Rm 505

Knoxville, TN 37901

Plans Review

Fee (due at submittal)

\$30.00



City of Knoxville

Inspections Bureau

Mailing Address:

P.O. Box 1631

Knoxville, TN 37901-1631

865-215-2999 Office

865-215-2627 Fax

865-215-4520 Inspection Request line

Tents and Canopies

What is the policy concerning tent and temporary canopy permits for the City of Knoxville?

The following policy is provided for **Tent and Temporary Canopy Permits** (Temporary Permits) as of the date adopted, June 1, 1998. This policy will not apply to tents or canopies erected in conjunction with a special event on city property and sponsored by the City of Knoxville Special Events Office. A written statement must be provided to the Inspections Bureau office, signed by the Special Events Office director, noting the start-finish dates, location, number of units and type of event, prior to the erection of any tent or canopy. Inspections will be made as deemed necessary by the Inspections and Fire Bureaus.

Plans Review Copies

All applicants will provide four (4) copies of a plot plan/survey of the property to be used, rented or leased.

Plans Review must include:

- All structures on the site,
- All parking spaces/driveways, and
- Proposed tent or temporary canopy size and location.

The plan will be reviewed by Engineering, Parking, Zoning, Building, Electrical, Fire, Plumbing and Mechanical. Applicants must secure written approval from Metropolitan Planning Commission when located in RP1, RP2, and RP3; C-6 and C-7; H-1; I-1; PC-1 and 2; and SC-1, SC-2 and SC-3 zoning districts.

Engineering

- Traffic flow effect on property
- Use of existing parking layout
- Other

Parking

- The tent/canopy cannot block required parking spaces. No additional parking is required for tent except for where tents are located on lots by themselves.
- Need to establish number of required spaces for existing building use when tent is located in parking area.
- Other

Zoning

Tents and canopies must be on a lot (site) incidental to principle permitted use of site and the use must be accessory (similar type sales use as existing) to an existing legal use within the building. Form letter (or OK) from existing tenant that use is accessory to their business is required. Tents or temporary canopies will not be permitted on a vacant lot (site). Exceptions for tents as provided by Article 5, Section 13 City of Knoxville Zoning Ordinance.

Zoning (Continued)

- Past permits for tents and temporary canopies in calendar year (1/1 to 12/31) for the site (lot/parcel, not address) (for tents only 30 days per city lot and for temporary canopies only 120 days per city lot, not each business). If new tenant and lot have already used 30 days, check with the Chief Building Official.
- If planned zone, sign off by Metropolitan Planning Commission is required.
- All district requirements
- Other

Building

- IBC, 2006 edition, Chapter 10, Section 1018, Interior layout (seating, aisles, exits, etc.)
- Call for inspection when ready to open for business. Note on review sheet.
- Other: Note if for Tent or Temporary Canopy in description line and dates of use.

Electrical

- Electrical requirements (temporary) (cords) (generator)
- Other

Plumbing and Mechanical

- Plumbing requirements (temporary toilets or use existing tenant space toilets)
- Form letter OK from existing tenant that existing restrooms use are OK
- No permanent heat will be allowed. Temporary heat must be approved by Mechanical and Fire.
- Other

Fire

- All tents and canopies must comply with Chapter 39 of the Standard Fire Prevention Code
- It is recommended that plans be submitted at least one month before intended use.
- Show on plans if structure will be a tent (4 sides) or canopy (no sides). If tent, show a minimum of 2 exits (minimum 6' each). Under no circumstances can a tent or canopy occupy more than 199 people without auxiliary generators or blowers.
- Submit site plan with measurements showing all structures on site and roadway surfaces from nearest city street to tent or canopy.
- Show floor plan of tent or canopy detailing use. If used for assembly with seating and tables, submit scaled floor plan of tent or canopy.
- In all tents or canopies over 500 square feet, a minimum 2.5 lb ABC fire extinguisher must be mounted and tagged. Over 1000 square feet requires an additional fire extinguisher.
- Tent or canopy must have certificate of flame resistance submitted with plans. Certificate dimensions must correlate with size of tent or canopy on plans. Certificate must also be on site while tent or canopy is in use.
- Post "No Smoking" signs at all exits.

- All exits in tents must be clearly marked by non-combustible exit signage with minimum 6" letters. If tent is to be used after daylight hours, illumination of exit signage is required at all times.
- If heating or cooking is to be done, full details of all equipment under tent or canopy must be submitted for approval before use. All heaters in tent must be listed for use. If cooking produces smoke or grease laden vapors, a hood system complying with N.F.P.A. 96 and 17A will be required and must be tested before use.

Issue of Permit

- Permit fee is \$50.00 for Temporary Permit.
- State actual number of days permit is for (start + finish = total days; this is used in calculating 30 or 120 day maximum for calendar year, January 1 to December 31).
- A single application may be used for multiple days in the same calendar year, however, a separate permit will be required for each consecutive period of time and each location.
- A permit will not be issued for a future date of more than six (6) months.
- A tent and a temporary canopy cannot be located on the same lot/parcel of land in the same calendar year in excess of 30 days.
- If sides are placed in the temporary canopy for any period of time it will be reclassified as a tent and the permit will be voided and a new permit and fee will be required.
- The tent or temporary canopy may be erected one day prior to the starting date noted in the permit.

The tent or canopy shall be **completely removed** within one day of the ending date noted in the permit. **Violations** are subject to a **\$50.00 per day fine**.