



**City of Lansing**

**316 N. Capitol Ave. Suite C-1, Lansing, MI 48933**

**Office# 517-483-4355 Fax# 517-377-0169**

**[www.lansingmi.gov](http://www.lansingmi.gov)**

## **Tents (Temporary)**

**Codes:** 2015 Michigan Building Code, Section 3103 & 2009 International Fire Code, Chapter 24

This handout is to be used as a guide only. It does not reference all code provisions that may be applicable to your specific project. Please contact the building safety department for more information. Building permit applications are available at <http://lansingmi.gov/DocumentCenter/Home/View/302>.

**Temporary Tents:** shall mean tents erected for a period less than 180 days.

**Permits Required:** Temporary Structures that cover an area greater than 120 sq. ft. including connecting areas or spaces with a common means of egress which are used for 10 or more persons.

**Submittal Requirements:** Construction Drawing shall include at a minimum:

1. Site Plan- size & location of tent, distances to structures and property lines, parking & fire lane provisions
2. Floor plan – indicating means of egress, seating capacity, location of heating & electrical equipment, exit signage, means of egress lighting, fire extinguishers, and “No Smoking” signs
3. Occupant load (based on 2015 MBC, Table 1004.1.2)
4. Flame Retardant Certificate from an approved testing laboratory
5. Wind load calculations, uplift resistance/anchorage details (Note: The City prohibits the use of driven stakes on any paved surface (street, alley, sidewalk, trail, or parking lot) owned by the City and that properly designed ballast systems be used for tents on these paved surfaces.)

**Building Permit Fee:** Cost will be based on the minimum valuation fee plus the technology fee.

**Required Inspections:**

**1. Final-** Please call the designated inspector on the permit after the tent has been setup.

**2. Fire Marshal -** Please call the Fire Marshal’s office at (517) 483-4200 for inspection.

\*A “Special Events Permit Application” may be required. Contact Carol Munroe at 517-483-4276 or visit their web page at <http://lansingmi.gov/354/Special-Events-Planning>