

NORMAN FIRE DEPARTMENT SPECIAL EVENTS – TEMPORARY STRUCTURES (TENTS)



Norman Fire Prevention
415 E. Main St.

_Fire_Prevention@NormanOK.gov
405-307-7104

All temporary structures will be inspected by the Norman Fire Marshal's Office. Pertinent information will be shared with the Special Event point of contact. The Norman Fire Marshal's Office will be enforcing the State adopted 2018 International Fire Code, International Building Code, and local amendments.

- Chapter 31 - Tents, Temporary Special Event Structures and Other Membrane Structures
- Section 3105 Temporary Special Event Structures
- Tents 120 square feet or larger will require Fire Department site inspections. Tents 400 square feet (700 square feet if open on all 4 sides) will also require the following documents to be submitted by the Special Event application:
 - Construction Documents provided in accordance with 3105.5
 - Provide Flame/Smoke Spread certificates for any tent or similar membranes
- A minimum of one 10 lb. ABC portable fire extinguishers shall be provided.
- Use of Generators:
 - Exhaust properly ventilated up and away from people, buildings and other cooking operations
 - Located a safe distance away from people, buildings and other cooking operations
 - Extension cords must be in good condition, sized for the correct use, not a trip hazard and not pinched at entry point into food truck
 - Safe location of the fuel and safe refueling practices
- If the temporary structure will include cooking operations, a 20' separation is required from lot lines, buildings, other temporary structures, parked vehicles or internal combustion engines.
- Temporary structures shall be designed and installed to withstand the elements of weather and prevent collapsing.
- Temporary structures shall be staked and secured according manufacture specifications and shall be separated no less than the minimum distance required for guide wires to be properly installed. No two temporary structures are permitted to share stakes, guide wires, or other securing features.

These are basic requirements for tents at any Norman Special Event. If these requirements are not met, the Fire Code Official may withhold approval. If deficiencies exist during vender site inspections, individual vender operation may be terminate at the Fire Marshal's discretion.

If the Special Event applicant or vender(s) have questions concerning this document, contact the Norman Fire Marshal's Office for assistance.

Norman Fire Prevention Division
405-307-7104
405-217-7768

