

# City of Ham Lake

15544 Central Avenue NE  
Ham Lake, MN 55304  
763-235-1691  
bldgdept@hamlakemn.gov

## TEMPORARY TENT, CANOPIES, MEMBRANE STRUCTURES – PERMIT APPLICATION

APPLICATION DATE: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_

INSTALLER: \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

STRUCTURE SIZE: \_\_\_\_\_ (SITE PLAN ATTACHED)

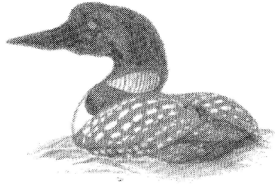
NOTES: \_\_\_\_\_  
\_\_\_\_\_

***PLEASE SEE HANDOUT REGARDING TENTS, CANOPIES, MEMBRANE  
STRUCTURES FOR ADDITIONAL REQUIREMENTS.***

***PERMIT FEE \$60.00 + STATE SURCHARGE \$1.00 = TOTAL \$61.00***

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



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## TENTS, CANOPIES, MEMBRANE STRUCTURES - TEMPORARY

**This information is a guide to the most common questions and problems. It is not intended, nor shall it be considered a complete set of requirements.**

### **REQUIRED PERMITS:**

Installation of a temporary tent, canopy, or membrane structure does require a permit. (MSFC 105.6 and 105.7)

### **PLAN REQUIREMENTS:**

To obtain a building permit, detailed site and floor plans, parking areas, and anchoring information must be provided with the application. The floor plan must show details of the means of egress, the seating capacity, location and arrangement of seating. If used, provide details of the type of heating and/or electrical equipment.

### **GENERAL CODE REQUIREMENTS:**

1. In general, temporary tents, canopies, etc. must comply with MSFC Chapter 31, and City Code.
2. Tents, canopies, or membrane structures that exceed 10,000 square feet may have separation distance requirements. MSFC 3103.8.2
3. Structures affected must be roped, braced, and anchored to withstand weather conditions and prevent collapse. MSFC 3103.9
4. Seating arrangements must meet the requirements of Chapter 10, "Means of Egress." MSFC 3103.12.1 through 3103.12.8
5. The number and arrangement of exits must comply with MSFC 3103.12.1 through 3103.12.3
6. Aisles must meet the requirements of MSFC 3103.12.5 and 3103.12.5.1
7. Required exits must be clearly marked. MSFC 3103.12.6
8. Certification of flame propagation meeting the criteria of NFPA 701 must be provided for the tent, canopy, etc., and combustible decorative materials. MSFC 3104.2
9. A label indicating the type of material must be attached to the tent, canopy, etc. MSFC 3104.3
10. The information required in MSFC 3104.4 (attached) must be provided.
11. NO SMOKING is permitted in tents, canopies, etc. "No Smoking" signs must be posted. MSFC 3104.6
12. No open flame or cooking devices are permitted inside, or within 20 feet of the tent, canopy, etc. MSFC 3104.7
13. Fire extinguisher(s) must be provided. MSFC, Section 906

### **REQUIRED INSPECTIONS:**

1. An inspection of the completed structure is required and must be scheduled with the Building Department (763-235-1691) at least 24 hours in advance.

## **CITY OF HAM LAKE**

**9-330.7 Temporary Commercial Structures** Following review of a site plan and building code compliance by the city staff, the City's Building Official may issue a permit for a Temporary Commercial Structure ("TCS") under and subject to the following conditions.

### **A. Definitions**

**1) Temporary Commercial Structures ("TCS")** are shelters having walls or partial walls and a roof, constructed of fabric, wood, plastic, glass or metal, or combinations thereof, which have no permanent foundation and are intended for temporary usage in connection with merchandise sales or sponsored activities of a permanent business. A portable toilet is not a TCS. For the purpose of this code, the following shall not be considered to be TCS, and shall not be allowed to be used as a TCS: mobile homes, travel trailers, motor homes, semi-trailers or any other conveyance designed for or capable of traveling, by self-propulsion or trailering on public roadways. This Article specifically also does not pertain to Legal Fireworks, the sale and display of which is exclusively governed by Article 9-330.6.

**2) Parent Business** is the permanent business located on the same real estate parcel, or on a real estate parcel adjoining the real estate parcel upon which the TCS is proposed to be located.

**3) Permit** is a permit which may cover up to three separate events using a TCS.

**B. Zoning Districts** TCS may be located only in districts zoned CD-1, CD-2, CD-3 or CD-4.

**C. Relationship to Business** A TCS may be used only in connection with a Parent Business located on the same or a contiguous real estate parcel.

**D. Locations** A TCS may be located on any area of the parcel upon which a permanent structure could be legally constructed, but may not be located over any portion of an existing individual sewage treatment system or well.

**E. Parking and Accessibility** The site plan submitted in connection with the TCS shall demonstrate the following:

**1)** That there is adequate space for parking on bituminous or concrete surfaces for all customers and employees expected in attendance;

**2)** That the proposed activity will not create any traffic hazards on nearby roadways due to stacking, congestion or turning movements;

**F. Duration** The following timing conditions shall be applicable to TCS:

**1)** The TCS may be used for up to six weeks in any given calendar year. This period may be divided into up to three separate usages, each of which usage must be separated by at least thirty days' duration.

**2)** No activities involving the general public shall take place at the TCS during hours in which the Parent Business is not open for regular business.

**G. Physical Features** The height, dimensions, structural components, and any electrical, gas, or plumbing features for each TCS shall meet the provisions of all state, county, municipal or federal codes, including, without limitation, the International Building Code, fire codes, electrical code and plumbing code. All signage must meet the City's sign codes, including temporary signs.