

# Des Moines Fire Department Tent Application Instructions

## 1. You need a tent permit if:

- Your tent has NO sides, and is larger than 700 square feet or the aggregate area of your tents (without sides) erected adjacent to each other exceeds 700 square feet.
- Your tent has sides, and is larger than 400 square feet or the aggregate area of your tents (with sides) erected adjacent to each other exceeds 400 square feet.
- 10 ft. X 10 ft. tents do not need a permit, but the maximum aggregate area shall not exceed 1,000 square feet. Each grouping of 10 ft. X 10 ft. tents shall have a 12 ft. fire break between groupings.

## 2. To give you a permit, we need the following:

- Application
- Fee - \$40 per tent (paid in advance)
- Sketch showing where the tent will sit in relation to nearby buildings, streets, and driveways (need not be to scale – you can draw on the back of the application)
- Certificate of fire resistance for the tent (the tent company will provide this).

Turn in the application package a few days before your event so the Inspector can look it over and get it on the schedule. On the day the tent goes up, the Inspector will come by and, if everything is in order, give you your permit. Failure to obtain a permit can result in double fees.

Call the Fire Prevention Bureau at 515-283-4240 with any questions.

Mail/bring completed application to:

Des Moines Fire Department  
Attn: Fire Prevention Bureau  
900 Mulberry Street  
Des Moines, IA 50309