

TENTS AND CANOPIES

A Building Permit is required for any tent, with sides, greater than 400 square feet and any tent, open on all sides, greater than 700 square feet. For residential tents or canopies 400 square feet or less, no permit is required, however, please call the Coon Rapids Police Department, 763-767-6481, to discuss noise and parking requirements. Contact the City Clerk, 763-767-6493, if the tent or canopy is used in the sale of merchandise or for promotional events. For tents or canopies in the Riverdale Shopping Center, contact the City Planner, 763-767-6452. This handout is only a guide; it is not intended nor shall it be considered a complete set of requirements.

PERMIT SUBMISSION REQUIREMENTS

- Completed Building Permit Application, Tent and Canopy Addendum to Building Permit Application, and applicable fee
- Two copies of a site plan indicating:
 - Location of tent/canopy
 - Size of tent/canopy
 - Parking
 - Details of the structural framework and how it will resist wind loads
 - Fire lane provisions
 - Distances to structures and property lines
- If applicable, provide an interior plan showing exiting/signs, stage location and size, fire extinguishers, trash collection, seating, electrical/exit lighting, heating and floor covering.
- Power source may require an Electrical Permit Application. Heating source may require a Mechanical Permit.

REQUIRED INSPECTION

Please call Building Inspections, 763-767-6476, to schedule an inspection after the tent or canopy is raised.

GENERAL CODE REQUIREMENTS

- Tents and canopies, up to 15,000 square feet in area, must sit at least 20 feet from all property lines, buildings and parked vehicles.
- Tents and canopies must be of an approved type and conform to provisions of the *Minnesota State Fire Code Chapter 31*.
 - Smoking is not permitted in tents, canopies, or membrane structures.
 - Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310 of the International Fire Code.
 - The tent area and surrounding 30 feet must be clear of combustibles.
 - All tents need certification of flame retardant that meets the NFPA 701 and it should be permanently affixed to the tent or canopy.
 - The maximum travel distance to a fire extinguisher is 75 feet.
 - An ABC Type extinguisher is required within the tent or canopy.
 - 2 exits are required based on occupant load of 10-199.

CALL BEFORE YOU DIG. Call Gopher State One Call, 651-454-0002, at least 48 hours before you intend to raise a tent or canopy to receive locates of underground utilities.

City Code prohibits the use of temporary accessory structures used in place of permanent structures, such as garages or sheds.