



TEXAS TENT
PERMIT PROCESS GUIDE

This information is essential for ensuring all temporary structures are compliant with local safety regulations and fire codes. Below is a structured summary of the requirements and steps necessary to navigate the permit process successfully.

Permit Process Overview

- **Threshold:** A permit is generally required for any single tent larger than **400 square feet (20x20)** or multiple tents that collectively exceed 400 square feet.
 - **Lead Times:** It is recommended to submit applications at least **10–14 business days** before the installation date. Some cities have requirements of 30 days. Follow the instructions on the online portal.
 - **Large-Scale Events:** Complex or massive setups may require **20+ days** for processing.
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Essential Documentation

Before applying, ensure the following technical documents are prepared:

Site & Setup Plans

- **Site Plan:** A detailed layout illustrating the tent's exact location, its distance from existing buildings, and designated fire lanes. Must also include any guy lines and exterior anchor points.
- **Setup Diagram:** A layout of the tent interior showing the placement of exits, tables, chairs, staging, dance floors, and buffets.
- **Safety Compliance:** The diagrams must clearly show appropriate aisles, passways, and the calculated occupancy load.

Technical Specifications

- **Flame Certificates:** Official manufacturers' certificates proving the vinyl material is fire-retardant and **NFPA 701 compliant**. You can find our flame certificates within the planning resources section of our website.
- **Structural Specs and Overview:** For large tents, anything above 1600 sq ft, needs to be engineered to withstand 90 mph wind loads.

- Documentation should detail dimensions between structural supports, connection and anchor details, and overall eave and ridge heights.
- Adding walls increases wind resistance and forces more strain on the frame and anchor points. Documentation should clearly show size and type of sidewall.

Steps to Obtain a Permit

Step	Action	Details
1	Application	Submit the "Tent Permit" or "Temporary Structure" application via the city's online portal. This application can be found on most municipalities' websites. The City portal link can also be found. You will need to create an account on the City Portal. Most portals are self-explanatory and have easy to follow instructions.
2	Review	The Fire Marshal and Building Inspections departments review the submitted site plans and structural specs.
3	Issuance	Once plans are approved and fees are paid, the permit is issued and must be posted on-site . A copy must be given to tent company installing the tent.
4	Inspection	A site inspection is typically required after the setup is complete but before the event begins .

On-Site Fire Safety

- **Fire Extinguishers:** Ensure the site is equipped with the correct number of tagged fire extinguishers.
 - **Ratio:** The standard requirement is usually one **2A:10BC** extinguisher per **3000 square feet**
- **Exit signs** must be posted, even if the tent does not have sidewalls.
 - **If the tent has doors, all doors must be able to open from the inside pushing out.**
- **No smoking signs** must be hung in the tent above the fire extinguishers.