



BENSALEM TOWNSHIP

Building and Planning Department

Office 215-633-3644 • Fax 215-633-3753

2400 Byberry Road • Bensalem PA 19020

TEMPORARY PERMIT APPLICATION FOR SPECIAL EVENTS

Permit No.: _____

Date: _____

Owner Information	Name _____ Address _____ Phone _____ Owner's Signature _____ Date _____		
Event Description	_____ _____ _____ _____		
Applicant Information	Name _____ Address _____ Phone _____ Applicant's Signature _____ Date _____		
Property Location of Event	Address _____ Tax Parcel No. _____ _____		
Local Contact Information	Name _____ Address _____ Phone _____ _____		
Dates of Event	Starting Date _____ Ending Date _____ _____		
Additional Information	▪ Police/Public Safety Department Special Events application MUST also be filed along with this application. It is a separate application and is a requirement for all events. Questions regarding their application should be directed to Susan Reigg 215-633-3711. ▪ Applications should be submitted 10 days in advance of event. ▪ All fees, insurance and performance bond requirements are due at the time of submission of this application. Bonds and insurance requirements must be in accordance with the Code of the Township of Bensalem Chapter 56.		
APPROVALS	NAME	TITLE	DATE
☐ YES ☐ NO		Zoning Officer	
☐ YES ☐ NO		Building Inspector	
☐ YES ☐ NO		Electrical Inspector	
☐ YES ☐ NO		Fire Inspector	
FOR B & P USE ONLY	Check #:	Amount: \$	
	Township of Bensalem	Dept. of Building & Planning	



SPECIAL EVENTS APPLICATION

FORM MUST BE FILLED OUT AND RETURNED TO THE POLICE DEPARTMENT, OFFICE OF PUBLIC SAFETY AT LEAST 1 WEEK PRIOR TO EVENT

Any questions regarding application, contact Susan Riegg at 215-633-3711.

Contact Information

Name of Applicant			
Address of Applicant			
Phone No.	Home _____	Work _____	Cell _____
Emergency Contact Name			
Emergency Contact Address			
Emergency Contact Telephone	Home _____	Work _____	Cell _____

Event Information

Location of Event	
Type of Event <i>Concert (type)/Carnival etc. (include as much info as possible)</i>	
Number of Event Employees	
Dates of event/number of Days	
Times Event Will Be Held	
Highest Number of Attendees expected	

Ticket Information

Ticket Sales (method/duration)	
In advance (Ticketmaster, etc)	
At door	

Public Safety Information

Police Services Requested (Traffic/crowd control/protection)	
Number of Officers	
EMS Services Requested (Ambulance, First Aide Station, etc)	
Number of Personnel	
Fire Department Services Requested	
Number of personnel	

Additional Township Departments/Services Required☐ Public Works (specify) _____☐ Road Barriers (specify) _____☐ Parks & Recreation (specify) _____☐ Township Property being used (specify) _____**Applicant's Name:** _____ **Date:** _____**Signature:** _____ **Phone No.** _____**Office Use Only**

DPS _____

Number of Officers Required _____

Date _____

Type of Services Required _____

☐ Approved ☐ Rejected

EMS _____

Number of Personnel Required _____

Date _____

Type of Services Required _____

☐ Approved ☐ Rejected

Fire _____

Number of Personnel Required _____

Date _____

Type of Services Required _____

☐ Approved ☐ Rejected

Approved by: _____

*Signature**Date*



BENSALEM TOWNSHIP
Department Of Public Safety
FIRE RESCUE DEPARTMENT
2400 Byberry Road - Bensalem, Pa 19020
Phone: 215-633-3617 - Fax: 215-633-3662

APPLICATION FOR TEMPORARY TENT OR MEMBRANE STRUCTURE PERMIT

Permit Number: _____

Date Issued: _____

APPLICANT INFORMATION

Contact Name: _____

Phone Number: _____ Email Address: _____

CONTRACTOR INFORMATION

Contractor Name: _____ BTFR License #: _____

Address: _____

Phone Number: _____ Email Address: _____

TENT INFORMATION

Location/Address of Tent: _____

Date(s) of Event: _____

Purpose/Use of Tent: _____

Number of Tents & _____

Square Feet of Each Tent: _____

Sides on Tent: ☐ Yes ☐ No (If yes, see additional requirements)

Installation Date: _____ Requested Inspection Date: _____

REQUIRED DOCUMENTS/INFORMATION

- ☐ Detailed Site Plan & Interior Layout
- ☐ Flame Certifications for all sections of tent including sides
- ☐ Special Event Permit attached (Carnivals, Fairs, Fireworks Stands, etc.)
- Tents or membrane structures erected for greater than 30 days may require additional building permits.
- Contractor shall be licensed by Bensalem Fire Rescue.
- Must comply with the International Fire & Building Codes.
- Zoning Approval is Required

PLEASE INITIAL TO ACKNOWLEDGE THE FOLLOWING:

_____ I have read the Bensalem Township Fire Rescue Temporary Tent and Membrane Structure Checklist/Guide and meet all requirements of the code(s) listed.

_____ I understand that I am responsible for code violations and any resulting penalties that may occur as a result of erecting a temporary tent or membrane structure.

Applicant Print Name

Applicants Signature

Date

OFFICE USE ONLY – PERMIT REVIEW

Fire Official _____ Date _____ Application Fee \$ _____

Public Safety _____ Date _____ Permit Fee \$ _____

Building & Planning _____ Date _____ Total Fee Due \$ _____



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TEMPORARY TENT & MEMBRANE STRUCTURE GUIDELINES

This form is intended as a guide and is not intended be a complete list of the requirements for proper installation and use in accordance with the International Fire Code (IFC) 2015 Edition, Chapter 31 (Tents and Other Membrane Structures).

Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

It is the responsibility of the individual requesting this permit to follow the requirements set forth on the checklist and Chapter 31 of the International Fire Code.

Please keep this checklist for your reference. A completed permit application with all required documents shall be submitted to Bensalem Fire Rescue – Department of Public Safety.

CHECKLIST:

Tents without Sides

- ☐ Contractor licensed with Bensalem Fire Rescue
- ☐ A detailed site plan
- ☐ No smoking sign locations (required throughout the tent)
- ☐ Provide flame certifications for all portions of the tents
- ☐ Locations of fire extinguishers (required throughout the tent)
- ☐ Tents shall not impede a fire department access road. Access road must maintain a clear width of 20 feet.
- ☐ Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
- ☐ Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent or membrane structure.
- ☐ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official.
- ☐ Approved barrier protection maybe required to be installed around the exterior of the tent to deter potential vehicular impacts.

Tents with Sides (1 or more side panels)

- ☐ Contractor licensed with Bensalem Fire Rescue
- ☐ A detailed site plan and floor plan including the locations of the following: illuminated exit signs, emergency lighting, sizes of emergency exits (all exits shall be remote from each other), widths of all aisle ways, locations of tables, chairs, stages, generators, etc.
- ☐ No smoking sign locations (required throughout the tent)
- ☐ Provide flame certifications for all portions of the tents
- ☐ Locations of fire extinguishers (required throughout the tent)



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- ☐ Location of illuminated exit signs (required at each exit)
- ☐ Location of emergency lighting (required throughout the tent)
- ☐ Generators and other combustion power sources shall be separated from the tent and membrane structure by not less than 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.
- ☐ Tents shall not impede a fire department access road. Access road must maintain a clear width of 20 feet.
- ☐ Tents or membrane structure and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
- ☐ Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent or membrane structure.
- ☐ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official.
- ☐ Approved barrier protection maybe required to be installed around the exterior of the tent to deter potential vehicular impacts.
- ☐ Exits shall be clearly marked to indicate the direction of egress when the exit serves an occupant load for 50 or more.

IFC Table 3103.12.2 – Minimum Number of Means of Egress

Occupant Load	Minimum number of means of egress	Minimum width of each means of egress (inches)	Minimum width of each means of egress (inches)
		<i>Tent</i>	<i>Membrane Structure</i>
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

- ☐ Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public.
- ☐ Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- ☐ Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet.
- ☐ Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent or membrane structure.
- ☐ The interior of the tent or membrane structure and the exterior grounds within a 30 foot perimeter shall be kept free of combustible waste and other combustible material that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premise.