



## Tent Permit

The City of Minot requires a fire department approved tent permit for any temporary tent or membrane structure with an area exceeding 400 square feet. To receive a permit, applicants will have to apply online at [cityworks.minotnd.org](http://cityworks.minotnd.org) for a tent permit. The following information will be required, along with meeting the general requirements listed. There are some exceptions to needing a permit and additional requirements for specified uses and sizes. These can be found in the 2021 International Fire Code or by calling the Minot Fire Department at 701-857-4740 option 1.

- Provide a detailed site plan and floor plan showing:
  - Dimensions of the structure
  - Means of egress
  - Seating capacity and arrangement
  - Equipment setup
  - Exit signs
  - Location of fire extinguishers
  - Include a plan showing the location and type of electrical, cooking, and heat-producing equipment (if applicable).
- Use Period:
  - Maximum 180 days within a 12-month period on a single premises
- Inspections:
  - At least twice per permit use period (unless the period is less than 30 days)
  - An inspection report may be required by the fire code official
- Access, Location, and Parking:
  - Fire apparatus access roads required
  - 20-foot (6096 mm) separation from lot lines, buildings, vehicles, etc., with some exceptions
- Structural Stability:
  - Must withstand weather elements and prevent collapse
  - Documentation of structural stability required
- Means of Egress:
  - Specific requirements for exit distribution, number, and width
  - Illumination of at least 1 foot-candle (11 lux) at floor level
  - Maintenance of required width and clearance
- Flame Propagation Performance:
  - Materials must be certified as meeting NFPA 701 standards
  - Certificate required before permit issuance

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701.857.4740



[minotnd.gov](http://minotnd.gov)



2111 10th St. SW  
Minot ND, 58701



P.O Box 5006  
Minot ND, 58702



- Labeling:
  - Permanent label required with specific information about size, material, manufacturer, and flame retardant treatment
- Smoking:
  - Prohibited in tents and membrane structures
  - "No Smoking" signs required
- Fire Extinguishers:
  - Approved portable fire extinguishers required as per Section 906

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