



The Nashville Fire Department Fire Marshal's Office requires permits for commonly used items and processes during events that must meet requirements specified in the 2018 editions of National Fire Protection Association Fire Code (NFPA 1) and Life Safety Code (NFPA 101). Permit applications must be made **15 business days prior to the event**. This list is a guide and *may not* be all inclusive for your specific event.

### **Tents**

- Tents greater than 200 square feet with any sides/enclosure and canopies (top only) greater than 700 square feet require a permit.
- Multiple tents may be permitted on one application as long as they are on the same parcel of land. If your event spans multiple parcels/addresses permits are required for each address that contains a tent(s)
- Tents placed side by side (closer together than 10') are classified as one tent. (e.g., 5 10x10's placed side to side)
- A diagram showing the complete layout underneath the tent(s) is required and be submitted on the permit application.
- Site Diagrams are required for the complete event site.\*see below
- Adequate exits for the occupant load of the tent are to be provided and remain open and unobstructed for the entire event.
- Tents serving 50 or more occupants shall be equipped with *illuminated* exit signs and emergency lighting at all required exits.
- **Exits for the occupants of the tent may not exit through a catering area.**
- **Prohibited under tents:** smoking, open/exposed flames, candles, combustible materials, cooking under tents with guest seating.
- Provide portable fire extinguishers (2A10BC).
- Generators or other internal combustion power sources as well as LPG shall be a minimum of 5 feet from any tents and be isolated from the public to prevent tampering.

### **Food Trucks**

- Food trucks/Concession Trailers and Hot Dog Carts that are cooking and/or using propane must have a current permit from the Nashville Fire Department. These permits are valid for 1 year and the event organizer is responsible for verifying that the vendor has the proper permit certificate.
- Vehicles that are *non-cooking and do not use propane* are not required to have a permit from the Nashville Fire Department.
- Food trucks/trailers/carts must be placed 10 feet from other food trucks/trailers/carts as well as other structures, tents, etc. at any location including special events.

### **LPG – Liquid Propane Gas**

- LPG use must be permitted by each individual vendor unless the event organizer provides all of the LPG to be used at the location. If this is the case, they may permit the propane with one permit.
- Cooking that involves Combustible cooking media (vegetable or animal oils and fats) requires a Class K fire extinguisher.
- LPG cylinders must be kept a minimum of 5 feet from any tents and be isolated from the public to prevent tampering.

### **Site Diagram**

- Site diagrams are not required to be to scale, but must provide a legend/labels and include dimensions of tents, distances between tents, locations where cooking will take place and placement of all other stationary items (e.g. food trucks, fencing/bike rack, stages, generators, etc.).
- Areas that are enclosed by fencing, bike rack, building, etc. must have acceptable exits for the number of occupants. Show all exits from the event space and include their width.

### **Fireworks & Flame Effects**

- Fireworks & Flame Effects require a permit from the State Fire Marshal's Office as well as the Nashville Fire Department and must be conducted by a State of Tennessee Licensed Pyrotechnician.
- Class C (Consumer Grade) Fireworks including sparklers are illegal in Davidson County unless properly permitted and displayed by a State of TN Licensed Pyrotechnician through the Nashville Fire Marshal's Office. Paper Lanterns are illegal in Davidson County and will not be permitted.

### **Beer Board**

- If your event requires a Fire Marshal's Inspection to complete a Beer Board Permit, you should email a request to [FMORRequests@nashville.gov](mailto:FMORRequests@nashville.gov) for a "Special Event Beer Board Approval" along with your event information and the detailed site map.

### **Emergency Action Plan**

- An Emergency Action Plan should be provided and include the following information: Procedures for reporting emergencies, occupant and staff response to emergencies, evacuation, relocation, and shelter in place procedures as well as crowd managers equal to a ration of 1 per 250 participants.

Additional information regarding permits can be found at <https://www.nashville.gov/departments/fire/fire-marshal-office/permits>