



**BUREAU OF
FIRE PREVENTION
MICHAEL A. WRIGHT
DEPUTY CHIEF**

**ZEKE M. DOMBROWSKI
LIEUTENANT**

**CITY OF WEST ALLIS
FIRE DEPARTMENT**

Please be advised that tents greater than 400 square feet (20 feet x 20 feet) must apply for a City Of West Allis Tent permit and pay the appropriate tent permit fee. The permit can be obtained from West Allis Fire Administration building located at 7332 W. National Ave.

In addition to the tent permit application and fee payment, tents must adhere to the State of Wisconsin tent fire codes listed below:

The following practices shall be in place according to the Wisconsin Enrolled Fire Prevention Code (SPS 314):

- Vehicle parking near tents. Automotive equipment that is used in connection with any tent may not be parked within 20 feet of the tent except by special permission of the fire chief. No other automotive equipment or internal combustion engines may be parked or located within 50 feet of the tent, except upon a public street.
- Flammable or combustible liquids may not be stored in a tent nor less than 50 feet from any tent used for public assemblage.
- All tent fabric shall be flame resistant. Markings or certificates of flame resistance shall be provided upon request to the authority having jurisdiction.
- There shall be a minimum of 10 feet between stake lines.
- Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. Where 10 feet between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall govern. Tents, each not exceeding 1200 square feet in ground area and located in fairgrounds or similar open spaces, shall not be required to be separated from each other, provided that safety precautions meet the approval of the authority having jurisdiction.
- Any unforeseen condition that presents a fire hazard or would contribute to the rapid spread of fire, or would delay or interfere with the rapid exit of persons from the tent, or would interfere with the delay or extinguishment of a fire and which would not otherwise be covered by the Code shall be immediately abated, eliminated or corrected as ordered by the fire chief.

- The placement of tents relative to other structures shall be at the discretion of the authority having jurisdiction, with consideration given to occupancy, use opening, exposure, and other similar factors.
- Combustible materials near tents. Hay, straw and other flammable material may not be stored less than 35 feet from any tent, except upon special permission from the fire chief. The grounds both inside and outside of tents shall be kept free and clear of combustible waste and refuse. Waste and refuse shall be stored in approved containers or removed from the premises. Dumpsters or waste containers over 55 gallons may not be stored less than 20 feet from any tent.
- Smoking and open flame in tents. Smoking is prohibited in any tent or in any adjacent areas where hay, straw, alfalfa, sawdust or other highly combustible materials are kept or stored. Approved "No Smoking" signs shall be conspicuously posted. No fireworks, open flame or other device emitting flame or fire may be used in or immediately adjacent to any tent while open to the public, except upon special permission from the fire chief.
- Fire extinguishing equipment. Portable fire extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the authority having jurisdiction.

To review some points, all tents and cooking areas shall require a fire extinguisher with a minimum rating of 2A10BC. All cooking areas may not be less than 5 feet from any tent. All tents that have side curtains on more than two sides or 50% of the exterior space shall be provided with exit signage and emergency lights.

No part of the tent shall extend or impede the designated fire lane in front of this building. The certificate of flame resistance shall be made available for the Fire Inspector prior to occupancy and use of this tent. The fire department will make a fire inspection prior to occupancy. "No Smoking" signage shall be posted prior to occupancy. Signage is available from this office at a fee.

Tents shall be provided with exit lights and emergency lighting with battery back-up when over 50% of the sides are enclosed during occupancy hours.

Please contact me at 414-302-8901 regarding any questions.

Sincerely,



Zeke Dombrowski
Lieutenant – Bureau of Fire Prevention