



THE CITY OF FARGO | FARGO FIRE DEPARTMENT

The City of Fargo requires a permit for use of a temporary structure. A review by the fire department is required for all tents, membrane structures, and/or stage canopies over 400 sf used for the purposes of public assembly. Upon determination that the application submittal is complete, and after the Plan Review is complete and approved, a Permit Fee payment will be required for Permit Issuance. Permit Issuance provides permission to begin construction. A site inspection is required before occupying the temporary structure to verify that conditions match the approved plan.

The following are necessary to complete a review:

Tents, membrane structures, and stage canopies:

1. A cover letter describing the event the tent will be used for, and the proposed use period (dates of set-up and take-down).
2. An affidavit/certificate showing the materials meeting flame propagation performance criteria of NFPA 701 or equivalent (generally called a “certificate of flame resistance”).
3. A site plan (including distances indicated on the drawing from buildings, vehicles, property lines, powered equipment, road/alley closures, etc.).
4. A floor plan (showing and indicating the size of the tent, exits, table/chair set-up, any stages, fencing/barriers, fire extinguisher locations, and any electrical/heating/cooking equipment).
5. Documentation on the structural stability of the tent (most likely this would come from the company you are renting the tent from).

Stage canopies additionally require:

6. Construction documents prepared by a registered design professional. For details of what shall be included see IFC Section 3105.4 “Required Documents”, sub-section 1.
7. Designation of a responsible party in writing with sufficient knowledge of construction documents, manufacturer’s recommendations, and the operations plan.
8. An operations plan including the manufacturer’s operational guidelines, procedures for environmental monitoring, and actions to be taken under specified conditions.

Once plans have been reviewed and accepted, an on-site fire inspection will need to be scheduled as close to the event’s operational time as possible.

For questions concerning the permitting process or scheduling a fire inspection please contact the Fire Prevention Bureau at (701)241-1540.