



BRYAN COLLINS, FIRE CHIEF

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TENT PERMIT SUBMITTAL REQUIREMENTS

A Complete and Accurate Submittal Must Include the Following:

1. Submittal Process:
 - a. Electronic Submittals:
 - i. Go to : www.SpokaneValleyFire.com under Permits and Forms;
 - ii. Under Electronic Plan Submittal and Review is a hyperlink to Inspections@SpokaneValleyFire.com ;
 - iii. Use the hyperlink to create an email to attach submittal documents;
 - iv. In the subject line Indicate the following: Permit Submittal – Project Address
 - b. Paper Submittal:
 - i. Three (3) copies are to be delivered to Spokane Valley permit center at 10210 E. Sprague Avenue.
2. The information provided on the drawing to include, but not be limited to: (Reference IFC Chapter 24)
 - a. Name of occupant and street address.
 - b. Site plan with location of tent along with other buildings on the site and nearby roads. Distances to be noted if drawing is not to scale.
 - c. Provide approximate layout for seating or merchandise arrangement.
 - d. Clearly indicate egress paths and exits. (All of which are to be maintained whenever the tent is occupied.)
 - e. Location of fire extinguishers.
 - f. Provide a certificate of flame retardant treatment for the tent.
3. The issuance of a permit based upon plans, data and other reports shall not prevent the Fire Department from thereafter requiring correction of deficiencies. Any deficiencies found during field inspection, testing or Fire Company surveys must also be corrected.