



**CITY OF SUGAR LAND  
Fire Marshal  
FIREWORKS, PYROTECHNICS AND SPECIAL EFFECTS  
PERMIT APPLICATION**

**\*\*\*\*\* TO BE COMPLETED BY APPLICANT \*\*\*\*\***

**APPLICANT NAME** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY/STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**TYPE OF LICENSE & NUMBER:**  **SEO-** \_\_\_\_\_  **FPO-** \_\_\_\_\_  **FEO-** \_\_\_\_\_

**EVENT LOCATION INFORMATION**

**NAME OF LOCATION:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY/STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**SITE CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

**\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\***

**TO BE COMPLETED BY INSPECTOR**

**PLANS REQUIRED:**  **YES**  **NO**                      **PLANS SUBMITTED:**  **YES**  **NO**

**CODE EDITION:** 2015 International Fire Code

**\*\*\*\*\* FOR REVENUE \*\*\*\*\***

**FEES DUE:**    **Fireworks Standby Fee:** \$318.50                      **Other:** \$ \_\_\_\_\_

**FUND 10**    **ACCOUNT NUMBER 010-000-319-62.00**



**CITY OF SUGAR LAND**  
**Fire Marshal**  
**FIRE PREVENTION PERMIT APPLICATION PROCEDURES**

Original application should be submitted along with any required documentation to Fire Marshal's Office located at 10405 Corporate Drive, Sugar Land, TX 77478 – phone number (281)275-2873. Electronic packet submittal shall be emailed to fire@sugarlandtx.gov

A copy of the application and payment for applicable fees should be submitted to the Revenue Department located at Sugar Land City Hall, 2700 Town Center Blvd., Sugar Land, Texas 77479. Phone number (281) 275-2700. Once the permit fee is paid, Revenue will forward a copy of the documentation and payment receipt to the Fire Marshal's Office.

**Packet Submittal Items Required...**

**Tent, Air Curtain Trench Burning, and Fireworks Display permit applications** must be accompanied by a site plan. Site plans for tents shall show distances to other tents, buildings and roadways. Additionally, a certificate of flame retardant treatment must be submitted with tent permit applications. *For specific requirements for tents see Fire Prevention Tent Permit Application Procedures. Site plans for trench burners must show distances to buildings, property lines and roadways.*

**FIRE PREVENTION TENT/MEMBRANE PERMIT INSTRUCTIONS & PROCEDURES**

**City of Sugar Land Ordinance**

Tents and membrane structures having an area excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Exceptions:

Tents used for recreational camping purposes and tents open on all sides which are less than 700 square feet with a 12 foot fire break from other tents and structures

**Review “Tent/Membrane Permit Application Procedures” prior to submitting permit**

Complete Permit Application with Permits Department (2700 Town Center Blvd.)

- a. Include the following with the Permit Application **(See “Documents Required” for details)**
  - i. Floor Plan
  - ii. Certificate of Flame Retardant
  - iii. Affidavit/Affirmation

**DOCUMENTS REQUIRED:**

**Floor Plan**

A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The plan shall indicate details of means of egress, seating capacity, arrangements of seating and location and type of heating and electrical equipment.

### **Certificate of Flame Retardant**

The owner or agent shall provide a certificate certifying that the tents or membrane structure and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative material meets the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner that meets NFPA 701. A label shall be affixed to the tent permanently bearing the identification of size and fabric and material type.

### **Affidavit/Affirmation**

An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises where the tent or air supported structure is located. The affidavit shall attest to the following information:

1. Name and address of the owner of the tent or air supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name of kind of chemical used in treatment
4. Name of person or firm treating the material
5. Name of testing agency and test standard by which the fabric was tested.

### **ANCHORAGE REQUIRED:**

Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing.

### **ACCESS, LOCATION AND PARKING:**

Fire access roads shall be provided as indicated by the fire code official. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents and membrane structures, parked vehicles or internal combustion engines. Support ropes and guy wires shall be considered part of the structure. A membrane structure having an area of 15,000 square feet or more shall not be located within 50 feet from any other tent or structure. An unobstructed fire passageway or fire road 12 feet wide and free from any obstructions shall be maintained on all sides of all tents and membrane structures unless approved by the fire code official. Tents or membrane structures are allowed to be joined together by means of corridors, but these corridors shall be open to the sky. On each side of the corridor and opposite of each other, there shall be provided openings not less than 12 feet wide.

### **MEANS OF EGRESS:**

Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points are 100 feet or less from an exit. Exit openings from tents shall remain open unless covered by a flame-resistant curtain. Curtains shall be free sliding on a metal support, 80 inches in height above floor level and shall be of a color that contrasts with the color of the tent. Exits shall be clearly marked with exit signs at each required exit doorways with occupant loads of 50 or more. Exit signs shall be either the internal illuminating type or by an external power supply. The means of egress shall also be illuminated by lighting with no less than 1 foot-candle at floor level.

### **PRECAUTIONS AGAINST FIRE:**

Smoking shall not be permitted in tents and membrane structures. Approved "No Smoking" signs shall be conspicuously posted. Hay, straw or similar combustible materials shall not be located within any tent or temporary membrane structure containing assembly occupancy. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be located within 20 feet of a tent or temporary membrane structure unless approved by the fire code official. A 30-foot perimeter of the tent or temporary structure shall be kept free of combustible vegetation or waste materials.

### **FIRE PROTECTION:**

Portable ABC type fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. The tops of the fire extinguisher shall be no more than 5 feet or no less than 3.5 feet above the floor. One ABC type fire extinguisher will be provided in every tent of 500 sq. ft. but less than 1000 sq. ft. One additional ABC fire extinguisher will be provided for each additional 2000 sq. ft.

### **INSPECTIONS:**

The entire tent, air-supported, air inflated or tensioned membrane structure system erected over 30 days shall be inspected at regular intervals by permitted, owner or agent to determine that the installation is maintained. When required by the fire code official, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.

**OTHER REQUIREMENTS FOR SPECIAL CIRCUMSTANCES ARE AT THE DISCRETION OF THE FIRE CODE OFFICIAL.**

**APPLICATIONS** should be submitted along with any required documentation and applicable fees to the Revenue Department located at Sugar Land City Hall, 2700 Town Center Blvd., Sugar Land, Texas 77479 - phone number (281) 275-2700. Once the permit fee is paid, Revenue will forward a copy of the documentation and payment receipt to the Fire Marshal's Office.



**Once the application and all required documentation has been approved and fees have been paid, schedule all required inspections via our online system <http://www.sugarlandtx.gov/fire>** Click on the picture icon "Schedule an Inspection". Inspection requests must be made 2 business days in advance. Please remember if you mail your permit application and payment allow delivery and posting time before you request your inspection online. You will receive an appointment confirmation with the day and time range of your inspection. When the inspection has been completed and approved, the permit will be issued.