

Tent, Canopy, and Membrane Structure Pilot Program

1. Pilot Program

- A) The provisions of this pilot program only apply to temporary tents, canopies, and membrane structures. Temporary is defined as being erected on a single premise for less than 30 days within a 12 month period. This is the maximum duration of time that a tent, canopy, or membrane structure can be erected and be classified as temporary per Section 2403.5 of the 2008 Indiana Fire Code.
- B) Section 536-201 of the Revised Code requires that DCE issue a structural permit for any structure exceeding 120 square feet in size. This distinction, while prudent for permanent structures, is not necessarily relevant to the use of similarly sized temporary tents, canopies, and membrane structures. As such, the following shall be exempt from permitting requirements¹:
- (1) Tents or membrane structures of less than 200 square feet in size. This is the minimum threshold that requires compliance with Chapter 24 of the 2008 Indiana Fire Code;
 - (2) Canopies of less than 400 square feet in size. This is the minimum threshold that requires compliance with Chapter 24 of the 2008 Indiana Fire Code;
 - (3) Tents or membrane structures between 200 and 1200 square feet in size and are installed by a general contractor, listed with the City of Indianapolis, that complies with the notification requirements of subsection 2.E) of this pilot proposal; and
 - (4) Canopies between 400 and 3200 square feet in size and are installed by a general contractor, listed with the City of Indianapolis, that complies with the notification requirements of subsection 2.E) of this pilot proposal.

Regardless of size or use, any tent, canopy, or membrane structure which will contain open or exposed flame equipment shall be required to obtain a structural permit.

Tents, canopies, or membrane structures under this provision that do not require a permit would not require an inspection. DCE retains the ability, however, to inspect structures based upon complaint, indication of an unsafe condition (per Section 536-202 of the Revised Code), or as part of an audit program.

- C) Temporary tents, canopies, or membrane structures exceeding the square footage identified in Section B of this pilot program would require a structural permit and an inspection. In order to obtain a structural permit an applicant will be required to submit an application, provide drawings or plans in accordance with Section 536-205(b) of the Revised Code, and pass an inspection prior to occupancy/use.
- D) The following additional requirements and exemptions would apply to any temporary tent, canopy, or membrane structure:
- (1) Temporary tents, canopies, and membrane structures would not be required to obtain an Improvement Location Permit;
 - (2) Multiple temporary tents, canopies, or membrane structures associated with a single event and/or located on a single property shall only be required to obtain one (1) structural permit for the event and/or property. This shall only be permissible if all temporary structures associated with the event and/or located on a single property are ready for inspection at a single point in time.
 - (3) The applicant is required to notify the Indianapolis Fire Department.
- E) A minimum of 2 business days prior to the commencement of the installation of a temporary tent, canopy, or membrane structure for which a general contractor, listed by the City of Indianapolis, is not required to obtain a building permit because of an exemption provided in subsections B(3) or (4) of this pilot program, the listed general contractor shall complete and submit the notification form developed by the DCE. This form shall be kept on-site.
- F) The fee for a structural permit would be \$202 (\$32 application fee plus \$170 permit fee).

This program shall sunset upon adoption of an ordinance or statute that specifically addresses the processes contained herein.
