



Municipality of Anchorage



Policy AG.11

Canopies and Tents

I. Purpose:

Many times businesses use canopies or tents for sales of materials in their yards, food service to the public, and other uses. These enclosures are required to be permitted as seasonal use structures for each occurrence. However, if the same canopy or tent is to be used on a repeated basis, year after year, or several different times within a season, being taken down in between times, the following permitting process shall be followed.

II. Definitions:

- A. Tent: Temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except air or the contents it protects.
- B. Canopy: For purposes of this definition, fabric-covered frames similar to tents but open on the sides.

III. Condition for Repeated, Simplified Permitting:

- A. First time application for permit will require full permit review.
- B. Permit Fee for Simplified Permit: \$75 for each application. Covers one (1) field inspection. Any additional field inspections will require payment of regular inspection charge.
- C. Subsequent, simplified permitting will be allowed with minimum review by an individual Plan Reviewer.

IV. To meet the Simplified Permitting process, the following criteria must be met:

- A. Applicant must fill out new permit application annually. Applicant will note on top of application whether this is an initial or a renewal application.
- B. Applicant must submit 2 copies of originally approved permit materials with new application. Any changes that may have occurred over several permit cycles shall be included in application
- C. Applicant must submit letter certifying that the following items required by codes and ordinances continue to be met. Letter must be signed by an individual in responsible charge. That individual must state their position, authority, and must provide a contact telephone number.
 - 1. Canopy frame, covering material, tie-downs, ballasting, or anchoring remains as approved in original permit.
 - 2. Canopy is to be located in the same position and orientation in relation to property lines and structures as was originally approved.
 - 3. Physical arrangement of site has not changed, and new structures have not been added that affect or compromise the proposed seasonal structure.
 - 4. Canopy is to serve the same purpose for which it was originally permitted. Materials placed within the canopy meet the same functional use requirements as originally permitted.
 - 5. Materials to be placed around outside of canopy are of the same or similar nature to that displayed or placed, with approved separations and clearances observed, as approved on original permit.

6. Occupant loading has not changed. Compliance with State occupant loading is required when applicable.
 7. Exits identified in original application have not changed.
 8. Special health and safety precautions identified with original permit, such as location, number, and types of fire extinguishers, identification of exits, emergency procedures for high winds, etc., shall be the same as for original permit.
- D. Final approved Simplified Permit shall be stamped "Approved" with notation for any special requirements, and signed and dated by reviewer. Prime reviewer will obtain Fire Plan Review initialed approval on plan. One copy shall remain in the file.

V. Potential Sources of Rejection:

- A. Changes to site conditions. If any changes occur to the site, such as added structures, a new site layout must be submitted along with the letter showing location of all changes. This will be verified before approval of the Simplified Permit.
- B. Changes of use of structure.
- C. Relocation of structure.
- D. Changes in the structural character of the canopy or tent, such as added sections, changes in the physical materials of the frame, covering, method of hold down, etc.
- E. Changes in structure's relation to other structures, such as new buildings on site that could potentially affect fire safety or access/egress conditions.
- F. Changes in local ordinances.
- G. Number and nature of changes occurring through several permit cycles are regarded by Building Official or Building Safety Reviewer to be of sufficient significance as to warrant requiring new permit application.

VI. Inspection

To obtain final approval, call for inspection by either Fire Department Inspector or Building Safety Structural Inspector. Copy of permit, application sketches, letters, details, etc. shall be on site for inspection, and shall thereafter remain either at site or with responsible party until structure is taken down.

Ron Thompson, Building Official

Date: April 17, 2006

(Ref. 99-06)