



## State of New Hampshire Requirements for Tent Installation

**These requirements pertain to tents of 400 square feet (20'x20') or greater. Tents under 400 square feet are excluded from the following requirements.**

- Obtain building permit application from the State of NH Department of Safety website: <https://www.nh.gov/safety/divisions/firesafety/building/documents/state-building-permit-application-form.pdf>
- Complete all applicable information on the application – permit type is BUILDING; construction type is NEW CONSTRUCTION. This information should be completed by the business that will be installing the tent. For all questions pertaining to completion of the application, please contact the State of NH Department of Safety at 223-4289.
  - a. Occupancy Use/Classification varies per installation. An occupancy load over 50 would be an Assembly Classification where additional documentation would need to be provided (seating plans, emergency lighting, exit signs (illuminated if at night) crowd managers, emergency plans, etc.). Many tents could be classified as a place of assembly, while others may be classified as mercantile (items for sale), storage or business.
  - b. Assembly occupancy is defined as a space with an occupancy load of 50 or more. Calculations are based on NFPA 101 Table 7.3.1.2:
    - i. Concentrated (chairs only, not fixed:) 7 occupants per square foot
    - ii. Standing Space: 5 occupants per square foot
    - iii. Unconcentrated (tables & chairs): 15 occupants per square foot
    - iv. Example: A 20'x40' tent with tables and chairs can hold 53 people (15/800 square feet = 53.3). A 20'x40' tent with standing room only would have an occupant load of 160 (5/800 square feet).
- Fee – minimum of \$35. Check to be made out to “Treasurer, State of New Hampshire”, and sent to the address listed on the application.
- Submit supplemental documentation with the permit per NH State Informational Bulletin 2017-02 & the Tent Inspection Checklist: <https://www.nh.gov/safety/divisions/firesafety/documents/TentInspectionChecklist.pdf>
  - If stakes are used, installer is responsible for contacting dig safe at 1-888-DIG SAFE (344-7233).

- Documentation to include with permit application, but not limited to, the following (see Bulletin 2017-02 & checklist for specific instructions):
  - Certificate of flame-proofing showing the fabric meets the applicable requirements of NFPA 701, method 2 or NFPA 102. Label must also be affixed to the fabric per IFC 3104.4.
  - Structural/Construction documents that include site location, seating or furniture layout, design wind load, anchoring diagram, and snow load for winter installations. A properly designed layout will include the required tensile strength of the straps/ropes and pull out resistance of the stakes.
  - Site plan: KSC staff can assist with creating a site plan for installations on Campus and at the College Camp.
  - For Assembly Occupancies:
    - Crowd Manager Certificate (one crowd manager required for occupancies of 50-250. 1 additional crowd manager for each additional 250 occupants):  
<https://www.crowdmanagers.com/training>
    - Evacuation Plan, for use in high winds or severe weather events
    - Posted Occupancy Load
    - Assembly permit from Keene Fire Department  
<https://ci.keene.nh.us/sites/default/files/2017-05/KFD%20Permit%20Application%202017.pdf> (for events at College Camp, contact Swanzey Fire Dept. at 603-358-6455)