



## City of Eau Claire Tent Permit Guidelines



A permit shall be required to erect any tent within city limits under the following conditions:

1. The covered area exceeds 250 square feet, with or without sides.
2. The tent will be used for non-residential public assembly or retail purposes. (Tents used at 1 & 2 family dwellings are exempt from the permit requirement).
3. Anytime such tent is erected on City property. In addition, a Special Events application, available from Parks, Recreation & Forestry (Hobbs Ice Arena 915, Menomonie St.) also must be completed by the applicant.
4. Non-profit organizations are not exempt from the permit requirement.
5. One permit is required for each site and not each tent or greenhouse.

To obtain a permit, a completed application and fee must be submitted to the Eau Claire Fire Department at least 10 days prior to erecting the tent / greenhouse. The application is available at the Eau Claire Fire Department administrative office located at 216 S. Dewey Street, local tent rental companies, or online by searching “Tent Permit Guidelines” on the City’s website, [www.eauclairewi.gov](http://www.eauclairewi.gov). The Eau Claire Fire Department will schedule an inspection of the tent / greenhouse and issue a permit. The signed permit must be displayed in the tent /greenhouse prior to occupancy.

All tents must comply with local code requirements for flammability resistance, exiting (including signage and/or lighting), fire extinguishers and other safety considerations.

The Eau Claire Fire Department will inspect (prior to issuing a permit for occupancy) the following: This includes all applicable Eau Claire Fire Department requirements per NFPA 1 (National Fire Protection Association) and SPS 314 (Wisconsin Department of Safety and Professional Services):

1. Verification of fabric flame resistance shall be available to the Fire Inspector upon request (manufacturer’s tag).
2. No propane heaters allowed while open to the public.
3. Weeds/vegetation shall be removed from around the structure to 10 feet.
4. The tent must be at least 30 feet from the property line.
5. Structures shall be erected a minimum of 10 feet from any permanent structure.  
If the tents are to be used for the storage or vending of highly combustible materials or products, the minimum distance shall be established by the Fire Department prior to set-up.
6. Vehicles shall not be allowed to park closer than 10 feet to the tent. Vehicles used in conjunction with the tent may be parked within 10 feet of it.
7. “No Smoking” signs shall be posted outside and inside the structure; open flames shall NOT be permitted in any tent.
8. A fire extinguisher with a minimum rating of 2A 10BC dry chemical shall be provided for tents up to 500 square feet. Two are required for tents over 500 square feet and up to 2,000 square feet. Access to the fire extinguisher shall not be obstructed in any way and shall have a sign hung above it to indicate its location.
9. Tents shall have at least two (2) exits, and exits shall remain clear and unobstructed at all times. Exit lights are required where more than 100 persons can be accommodated.



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10. An electrical permit shall be required if electricity is to be provided to the tent, and all electrical work shall meet National Electrical Code (NEC) standards, including the temporary use of extension cords.  
Contact (715) 839-4947 for an electrical permit and an electrical inspection
11. Hay/straw – prohibited.
12. Flammable or combustible liquids – prohibited inside or near tent/greenhouse.

Call (715) 839-4825 with any questions

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