



Current Tent Permit Process for Peoria Fire Department

April 2022

Tents will have Flame Propagation Performance Treatment label(s), from an approved laboratory, attached to the fabric. Owner, or agent, of tent provider is responsible for providing Peoria Fire Department (PFD) with certificate from approved laboratory verifying all materials used meet requirements of NFPA 701 (see Section 3104 from International Fire Code (IFC) 2012 ed.). If label is not attached to/or the label does not match the Flame Certificate provided, the tent will be considered non-compliant and ineligible for use in the City of Peoria. Use of ineligible tent fabric will result in a citation.

Submitting Documents & Payment:

The Peoria Fire Department (PFD) strongly recommends the tent provider submit required documentation and permit fee to the PFD. All documents shall be submitted a minimum of three (3) business days before date of inspection request. Email is acceptable.

If tent provider has customer submit documentation & payment:

- 1) Tent provider shall email mhopson@peoriagov.org and nrice@peoriagov.org with customer's information, date of event and inspection date request as soon as possible before the event.
- 2) Tent provider is responsible for Flame Propagation Performance Treatment document submittal (always).
- 3) Tent provider will include statement to customer stating customer is responsible for payment and site plan submitted no less than three (3) days before requested inspection.
- 4) Customers who fail to apply for a tent permit shall be invoiced double the permit fee or receive a citation.

The PFD understands weather or last-minute plans may cause the tent provider/set-up to be within the 3-day window requirement. **In this case, the tent provider shall:**

- 1) Submit payment and required documentation immediately to the Peoria Fire Department (tent provider is responsible for permit fee in this case). Failure to submit will result in double the permit fee or a citation.
- 2) If tent provider is contacted too late in the week (Friday after 5pm. or weekend) to notify the PFD, the tent provider will submit all required documentation and permit fee to the PFD in a timely manner (Monday). The tent provider shall email required documentation to the PFD on Monday but can mail payment or hand deliver. Failure to notify PFD of late tent job, submission of documentation or permit fee in a timely manner will result double permit fee or citation.

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