

**WILTON BUILDING DEPARTMENT**

**Building Official  
Demolition Officer**

Tel: 563-0177

Fax: 563-0284



**TOWN HALL ANNEX  
238 Danbury Road  
Wilton, Connecticut 06897**

Email: Building@wiltonct.org

Fee: \$10.00 for each \$1,000 or part thereof with a \$40.00  
minimum **plus** .26 per 1,000 for the State Education Fund  
based on the estimated cost.

Estimated Cost: \$ \_\_\_\_\_

Fee: \$ \_\_\_\_\_

**TEMPORARY PERMIT FOR TENTS**

DATE OF APPLICATION: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

OWNER OF BUILDING: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

PURPOSE OF PERMIT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

IS ELECTRICAL BEING CONNECTED? \_\_\_\_\_

IF SO, CONTRACTOR'S NAME \_\_\_\_\_

CERTIFICATE OF FLAME RESISTANCE SUBMITTED? \_\_\_\_\_

The undersigned owner or authorized agent (a letter of authorization must be attached) hereby agrees to conform to all the requirements of the Laws of the State of Connecticut and the Ordinances of the Town of Wilton; agrees to notify the Building Inspector of any alterations in the plans or specifications of the structure for which this permit is issued for; agrees to call the Building Inspector prior to the event's start to arrange for an appropriate inspection when necessary.

SIGNED: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

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## **Tents and Inspection Requirements**

Tents are regulated by the Building Official and the Fire Marshal's Office.

Please refer to the Zoning Regulations 29-4.D.7 which addresses their requirements for tents at outdoor events.

### Building Code (CSBC 3103.5)

A **building permit** is required for tents/membrane structures larger than 400 sf with side flaps.

A **building permit** is required for tents/membrane structures (single or aggregate) larger than 700 sf with all sides open.

### Exceptions:

1. Recreational tents.
2. Tents less than 900 sf occupied less than 50 people with no heating, or electrical service and are erected for less than 72 hours.

A **building permit** is required for all tents that use temporary electrical power from a generator and/or use fuel gas for any purpose (cooking, heating).

**Wind Loading:** Permitted tents shall meet the wind design parameters of the CSBC Appendix P with documentation stamped by a CT licensed engineer or shall provide completed ballast calculation sheet and emergency evacuation plans **at the time of the application.**

**Must include a site layout design.**

**Inspections:** All tents erected under a building permit shall be inspected prior to occupancy by the public.

### **Required Fire Inspections:**

Any tent using temporary electrical service (extension cords/generator)

Any tent using heating or cooking appliances (propane, natural gas, electric)

Any tent using a portable generator regardless of size

Any tent occupied by 50 or more people (assembly use)

## TENT AND BALLAST WORKSHEET

The ballast requirement for a tent is ten pounds per square foot of roof area.

- Driven anchors are rated at 1500 pounds per anchor.
- Static Weight anchors (cement blocks) are rated at the gross weight of the anchor.

**Water-filled weight anchors are no longer permitted in Connecticut.**

### SAMPLE CALCULATIONS

Tent Length x Tent Width = Gross Roof Area

Gross Roof Area / 10 pounds p.s.f. = Total Required Ballast Weight

Number of Driven Anchors x 1500 pounds = Driven Anchor Weigh Ballast OR

Number of weight anchors x gross weight per anchor = Static Weight Ballast

**For Example:** 40'x60' Tent = 2,400 square feet of roof area  
2,400 sq. feet x 10 pounds p.s.f. = 24,000 pounds of ballast required  
24,000 pounds / 1,500 pounds per driven anchor = 16 driven anchors required  
OR if using 500 pound cement blocks: 48 blocks are required

### REQUIRED BALLAST FOR THIS TENT APPLICATION:

Tent Number or ID	Tent Size	Tent Area	X10 = Ballast required	Anchors Provided @ 1500 pounds each

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Email

\_\_\_\_\_  
Contact Phone Number

## TENT EMERGENCY EVACUATION PLAN

Required for tents that **do not meet 2022 Connecticut State Building Code** requirements of Section 3103.5.5.5, "Allowable Design Wind Speed" as determined by Appendix P.

EVENT DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

LIST ALL PERMITTED TENTS AT THIS LOCATION:

SIZE	ROOF AREA (LxW)	TYPE/MAKER	DESIGN WIND RATING	TOTAL BALLAST WEIGHT

The tents listed above shall be immediately evacuated when lightening is in the area and when the continuous wind speed exceeds the designed wind load for the tent. ***If no load is provided, the evacuation speed shall be 20 mph continuous or wind gusts over 30 mph.***

***A WIND SENSOR SHALL BE ATTACHED TO THE TENT AND MONITORED THROUGHOUT THE EVENT. A MEGAPHONE SHALL BE AVAILABLE TO THE ON-SITE MONITOR THROUGHOUT THE EVENT. BOTH DEVICES SHALL BE TESTED PRIOR TO THE START OF THE EVENT.***

**DESIGNATED EVACUATION LOCATION:** \_\_\_\_\_

In the even of an evacuation, the megaphone shall be used to gain the attention of the guests and to direct them to the evacuation location in a safe and orderly manner.

**CONTACT NAME:** \_\_\_\_\_ **CONTACT PHONE:** \_\_\_\_\_

Is the designated on-site tent monitor and is responsible for monitoring lightning, wind speeds and evacuations if necessary:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date