

Special Temporary Use Permit – Business Recovery Strategy Canopy and Shade Tent Guidelines

It's getting hot out there! Want to add a shade canopy to your outdoor business set-up? Here's what you need to know.

Step 1: How much space will be covered by canopies?

- Less than 200 square feet (less than two 10' x 10' canopies) – no need to notify us.
- More than 700 square feet (seven or more 10' x 10' canopies) – a Fire Department inspector will contact you to do a courtesy site visit to provide guidance and assistance.

Step 2: Fill out the TUP if you are proposing outdoor sales, events, and dining within sidewalks, streets, and parking lots.

Step 3: Ensure that your staff and customers are safe.

- Use canopies that only have one side wall/panel made of fire resistant material.
- A fire extinguisher must be within 75' of the area covered by a canopy. For most restaurants with outdoor dining close to the front door, the existing fire extinguisher (2A 10B:C) will likely suffice. If the dining area is more than 75' away from an existing fire extinguisher (path of travel), then an extinguisher must be mounted on the canopy frame.
- Never allow any of the following under a canopy:
 - Portable outdoor heaters or open flames
 - Smoking
 - Candles (Note that battery powered "candles" or table lights are fine)
- Do not place Canopies, tables, chairs, etc. within 15 feet of either side of a fire hydrant or fire department sprinkler system connection (FDC).