



## CODE ENFORCEMENT DIVISION

CITY OF NEWARK Planning and Development Department  
220 South Main Street • Newark, Delaware 19711

(302) 366-7000 • Fax (302) 366-7098 • [www.cityofnewarkde.us](http://www.cityofnewarkde.us)

### REQUIREMENTS FOR THE ERECTION OF A TENT

1. A permit **must be** obtained from the City of Newark's Code Enforcement Division. The cost of the permit is \$50; check made payable to the **City of Newark**.
2. Permit is good for thirty-days, unless otherwise noted by the Fire Marshal.
3. Tents, canvas, curtains, cloth, rope and decorations shall be flamed-proofed. Certificate of Flame Resistance **must be** presented at time of application. Material shall not be older than three (3) years.
4. Fireworks or unauthorized open flames **shall not** be prohibited in tents.
5. Hay, straw, shavings or similar combustible materials **must be** treated with a flame retardant.
6. All lighting **shall be** electrical with proper safeguards. Cables on the ground shall be protected from the public as tripping hazards.
7. A **minimum** of two (2) exits is required. If over 500 people, each exit shall be a **minimum** of nine (9) feet wide. For each 500 or a fraction thereof, additional exits are required.
8. Aisles shall be a **minimum** of 44 inches wide. All aisles **shall be** clear of poles, ropes, and obstructions. There **shall be** 20 feet of clear space beyond the exit.
9. All exits **shall be** lighted and marked.
10. "No Smoking" signs shall be posted inside and at all entrances. "Butt-cans" shall be provided.
11. Flammable liquids **shall not** be stored within 25 feet of the tent.
12. All tents shall have a **five-pound** multipurpose portable ABC fire extinguisher. The extinguishers **shall be** inspected and tagged within the last year by an authorized Fire Equipment Company.
13. **Canopies** (covering that does not have sides) have **no** requirements per City Code.
14. **The Fire Marshal's Office shall conduct a final inspection prior to occupying the tent. Contact 302-366-7000 ext.2160**