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# PEORIA FIRE DEPARTMENT

8351 West Cinnabar Avenue  
Peoria, Arizona 85345

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Date: November 30, 2011 (revised 04/15/2020)  
To: All tent and membrane structure users  
From: City of Peoria Fire Department – Fire Prevention Division  
Subject: Anchorage Documentation Guidelines

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The following is an excerpt from the 2018 edition of the *International Fire Code*. Chapter 31 is titled Tents and other Membrane Structures.

**3103.9 Anchorage required.**

*Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.*

This guideline is a formal request to provide written documentation of the structural stability of the tent or membrane structure from the company erecting the structure. This letter must be on company letterhead, signed by an authorized person from the company and must describe the means and methods for providing the structural stability and that it meets the requirements of the manufacturer. Additional information may be needed to confirm how the structure is to be anchored. Permits will not be approved until the letter and/or information is received, reviewed and approved.

It should be noted that this information is to be provided for each permit application and is to be provided for each new application. This information is not transferred from application to application or from permit to permit.

The Fire Code Official has the authority to cease use of the structure and require it to be dismantled should the weather conditions threaten the structure with collapse.

Your cooperation in this matter is appreciated. It is important to verify that all temporary structures are erected and supported as designed by the manufacturer in order to ensure that they are safe for the persons using these structures and for the public.

**Serving with: Strength - Honor - Compassion**