DCRA Temporary Tent & Structures Permit Submission Requirements
Requirements For All Applications Regardless of Size

- Structural Architectural Plan Details
- Fire and Life Safety Protection Details
- Electrical Provision Details
- Structural Tie and Anchoring Plan Details
- Applied for in District Department of Transportation TOPS program. [Transportation Online Permitting System](#)
Example of Tents Less than 400 square feet
Example of Temporary Structures and Tents greater than 400 square feet Requiring a DCRA permit
Temporary Structures and Tents greater than 400 square feet

- A single tent or multiple tents in aggregate (combined to make a larger tent)
- Must apply for an additional DCRA permit
- Submit a Tent permit by creating a DCRA user account (Accessdc). Complete all required questions/fields (i.e. number of tents, height, length and width)
- Once the application is submitted, the applicant will receive a ProjectDox invitation to upload the architectural drawings, a site plan and supporting documents.
- Please include in the scope of work: Part of the STREATERY WINTER READY GRANT PROGRAM
- Once review is completed and application approved, permit will be emailed to the applicant.
Manufacturer’s drawings can be used

Plans must show:

- A location plan detailing the location of the tent in relation to the street and the business or property.
- Seating arrangement inside the tent.
- Structural drawings showing details of how the tent will be anchored to the ground to secure during wind events.
- Is the tent or structure Open or Enclosed; if enclosed how many sides.
- Structural information and manufacturers installation requirements.
- Temporary elements attached to a building (enclosures, heaters, lighting, signage, etc.) require the proposed method of connection. Attachment to an historic structure will be subject to acceptance by the Historic Preservation Department.
- For All built structures, a Registered Design Professional will be required to provide signed and sealed drawings for review.
Sample Manufacturer’s Drawing
Sample Location Plan
Fire and Life Safety Protection Details

**Plans must show:**

- Hours of operation.
- Occupant load calculated per current public health orders.
- Means of egress and interior seating arrangements.
- A site plan to show the non-interference of the tent with the operation and access of the fire department (i.e., access to fire hydrants).
- Certificate of Flame Resistance.
  - The tent shall be inherently nonflammable or treated with a fire retardant effective for the life span of the tent (this feature comes from manufacturer).
- Location of fire extinguishers, hung appropriately (e.g. not with zip ties), with travel distance not to exceed 75 ft.
- Electric heat can be installed under tents; Propane heaters cannot be installed within 5 ft. of a combustible surface.
• Flame resistance certification required for tent and decorative materials inside the tent.
• Decks higher than 30 inches or stair with 4 or more steps must include a railing. Elevated dining platforms require an accessible route.
• Sidewalks, public access and egress pathways shall be kept clear and free of obstructions and tripping hazards (unprotected electric cords, tie down, etc.).
• Accessible dining requirements apply to all enclosures. An accessible route shall be provided to all dining areas accessible seating and to existing restrooms.
• All signage for fire extinguishers and lit exit signs
Sample Certificate of Flame Resistance
Electrical Provision Details

- Plans must show:
  - All equipment and lighting connections to existing outlets
  - All equipment listed (i.e., HVAC, generators, etc.).
  - Electrical service.
  - Proposed signage location, materials and dimensions (length and width).
  - Proposed under tent and exterior lightings location(s) and lighting direction, including the specs.
Sample Electrical Plan

Connect electrical equipment to the existing building with an exterior grade cable providing weather and trip protection to the interior.
Structural Tie and Anchoring Plan Details

- Plans must show:
  - Structural drawings showing details of how the tent will be anchored to the ground to secure during wind events (e.g. water barrels)
  - Imbedded Stakes or Anchor bolts are not permitted in public space
Sample Structural Tie and Anchoring Example
Sample Location plan

Rora Restaurant

Tree Box

Portable Heater

Tent Perimeter

Streetlight

18th ST

Curb

Must match existing, approved clear pedestrian path
For questions regarding this presentation, please email dcra@dc.gov, visit dcra.dc.gov or give us a call at 202.442.4400. We are here to serve you.