

CITY OF MUSKEGON SPECIAL EVENTS - ASSEMBLY TENTS

SAFEbuilt, the City of Muskegon’s building inspection department, requires an inspection for the large assembly tents used at many events (400 square feet or more). This would include the typical beer tent-type structures but not the smaller pop-up merchandise tents. The inspection fee is \$55 per tent (2017 rate).

Below is a list of items the inspector will be looking for. Please note that this list is not all-inclusive. In addition to the listed items, the inspector will be looking for any other code/safety issues that may be present.

- Marked exits - 2 or more exits are required if there are over 50 people in attendance
- Exits must open to a public right-of-way (street, sidewalk, park, etc)
- No tripping hazards - uncovered cords, uneven surfaces, pipes, etc
- Occupant load must be posted on/in the tent
- Egress lights are required if the tent has enclosed sides
- Fire extinguishers must be properly placed - one near each exit
- No cooking or gas/propane heaters are allowed in the tent
- Tent must be properly labeled as fire resistant, including the NFPA seal
- Must have the proper electrical connections. Contact SAFEbuilt to see if an electrical permit is required.
- All power cords/extension cords must be of the grounded type
- All lights must be the enclosed, guarded type
- All 15 & 20 amp, 120 volt outlets must be GFI protected
- Restrooms - see chart below for porta-jon guidelines*
- Tent shall be properly anchored. Note that stakes may not be placed into any pavement.
- Any other unforeseen code/safety issues

There shall be at least one crowd manager or supervisor where the occupant load is 250 persons or more.

If you have questions regarding any of the above requirements, contact SAFEbuilt at (231) 724-6715.

**Portable toilet facilities - how many should I have?*

Average Hours at the Event

Average Crowd Size ↓	1	2	3	4	5	6	7	8	9
125	1	2	3	3	3	4	4	5	5
500	2	4	4	5	6	7	9	9	10
1000	4	6	8	8	9	9	11	12	13
3000	6	9	12	16	20	24	26	30	34
5000	12	15	20	25	31	38	44	50	56
10,000	15	25	38	50	63	75	88	100	113
20,000	25	50	75	100	125	150	175	200	225

Table developed by MI Septic Tank Association (MSTA)