



To: Stephen Wensman, Planning Director

From: Michael Bent, Building Official

Date: April 29, 2016

Re: Interim Use Permit Application (Wedding Venue)

Applicant: Carol Palmquist

The following review comments are based on the application details for the proposed interim use permit, City File Number 2016-04.

1. The requirement for portable sanitary facilities is based on the number of attendees. A minimum of one portable sanitary facility shall be provided for every 50 attendees.
2. A permit shall be required for any temporary tent having an area in excess of 200 square feet. A detailed site and floor plan for the temporary tent shall be submitted with each permit application and shall detail the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment if provided.
3. Tents shall not be located within 20' of the property lot line.
4. Tents shall be anchored and adequately roped and braced to withstand the elements of weather and prevent against collapsing.
5. Exit signs shall be installed at each required exit doorway and where otherwise necessary to clearly indicate the direction of egress when the exit serves an occupant load of 50 or more.
6. Tents shall be labeled with permanent identification and certified as flame retardant in accordance with the provisions of NFPA 701.
7. Hay, straw, shavings or similar combustible materials shall not be located within any tent.
8. Smoking shall not be permitted in tents. 'No Smoking' signs shall be conspicuously posted.
9. Open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas or charcoal cooking appliances shall not be permitted inside or located within 20 feet of a tent.
10. Fireworks shall not be used within 100 feet of a tent.
11. Portable fire extinguishers shall be provided, minimum 1 per tent at minimum 10 lb. 2-A rated.

Michael Bent
Building Official
City of Lake Elmo