



ENVIRONMENTAL HEALTH AND SAFETY

TEMPORARY STRUCTURE PERMIT GUIDE

Environmental Health and Safety | University Health Services Suite 002 | Stillwater, OK 74078
(405) 744-7241 | www.ehs.okstate.edu

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Status

Contact(s)	Implementation Date	Comments
Gerald Petre, EHS	September 2018	Guide created.
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A: PURPOSE

This guide applies to all Oklahoma State University (OSU) employees and departments that use, erect, contract to erect, or oversee the installation of temporary structures on university property. All temporary structures erected on OSU property must be maintained in such a way that they do not pose a safety hazard. Events that are utilizing temporary structures must obtain permission to use the space prior to submitting the temporary structure permit application.

B: DEFINITIONS

Ballast: Alternative form of anchoring a tent when stakes cannot be utilized. Ballasts can be concrete blocks, or steel or water filled cube containers. They shall be of sufficient weight and placed accordingly to properly secure the tent. Water filled barrels of any type are not an approved ballast method and cannot be used on Oklahoma State University property.

Event Coordinator: The person who is responsible for the venue or event. This person is required to provide their contact information on the Temporary Structure Permit Application and serve as the emergency contact for the event. The Event Coordinator is also responsible for coordinating any other assistance of services required for the event and is responsible for rescheduling the event or disseminating information if an emergency occurs.

Temporary Structure: Any structure that can be readily and completely dismantled and removed from the site between periods of actual use. This includes tents, stages, and platforms.

Tent: A structure, enclosure, or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. Support ropes and guy lines are included as part of the tent for the purpose of this document.

Stage/Platform: A raised area that is used for worship, the presentation of music, plays or other entertainment; the raised area for lecturers and speakers, or any other similar event.

C: TENTS

The square footage of the tent will determine the permit process that the Event Coordinator must observe. For the purpose of calculating tent size, support ropes, guy wires, ballasts, or any devices attached to the tent shall be considered part of the tent. Tents that are erected side by side must have their individual areas added together for the purposes of these guidelines. Tents must be at least 20 feet apart to be considered separate tents. The time requirement for the Temporary Structure Permit Application submission must be followed to ensure the prompt issuance of the permit. The earlier the Temporary Structure Permit Application is submitted, the easier it will be to address issues that might delay permit processing.

Tent Size:

- **100 to 400 square feet (NO permit required):** The Event Coordinator must follow the applicable minimum requirements when using and assembling the tent.
- **Greater than 400 square feet OR having more than 50 occupants (permit required):** The Event Coordinator must submit a Temporary Structure Permit Application to EHS no later than 15 days prior to the event. The Event Coordinator must have an approved permit prior to tent setup and have a safety inspection conducted by EHS no later than two hours prior to utilizing the tent.

MINIMUM TENT REQUIREMENTS**All tents, regardless of size, must comply with the following:**

- Be placed at least 20 feet from the exterior of surrounding buildings.
- Placement will not block:
 - Any sidewalks;
 - Any means of ingress or egress of other structures;
 - Emergency fire lanes; or
 - Any equipment that aids in the suppression of a fire (e.g., fire hydrant, fire department connection, or post indicator valve).
- Open flames or cooking devices may not be used under tents. All cooking appliances or open flames, including grills, may not be used within 20 feet of a tent.
- Tents may not be occupied when local winds are forecast or known to be greater than 40 miles per hour.
- Provide adequate clear paths for egress/exiting from the inside of the structure.
- Maintain a copy of the Tent Permit (if required) on-site.
- Tents that are 400+ square feet must have original manufacture's tags attached to the tent, indicating that the material of the tent is flame retardant.
- Tents may only be occupied during daylight, unless code compliant electrical lighting is provided.
- Tents that have sidewalls or are 900+ square feet must have properly marked and lighted emergency exits.

A complete Temporary Structure Permit Application package includes:

- [Temporary Structure Permit Application](#), via CampusOptics.
- Oklahoma State University campus map indicating the location of the event.
- Detailed site plan, including the method of tie-down and /or anchorage and the location of surrounding buildings or structures.
- Detailed floor plan with egress and exits shown (for tents with sidewalls and greater than 50 occupants) and furniture/equipment arrangement.
- Certificate or tag of flame resistance (only for tents over 400 square feet).
- Submit a Locate Request to OKIE by calling 811 or by going online to www.okie811.org and submitting a request through facilities management customer portal to have all utilities located and marked (only for tents that require stakes to be used for anchoring).

Submit the completed application to EHS. If the application is approved, a permit will be issued to the Event Coordinator.

Fire Extinguishers: A certified fire extinguisher of appropriate size and type is required to be available within 75 feet of any point within a tent. The number of fire extinguishers is dependent on the size of the tent that is being used. See Table 1, Quantity of Fire Extinguishers Required for further details.

Table 1: Quantity of Fire Extinguishers Required

Tent Size (sq ft.)	Minimum Number of 5-pound ABC Extinguishers
< 200	One is recommended but not required.
201-400	1
401-600	2
601-800	3
>800	The maximum travel distance to an extinguisher from any point shall be less than 75 feet.

Means of Egress: Tents with side walls are required to provide an adequate number of emergency exits. Exits must be identified using an illuminated exit sign. Exits must be distributed evenly around the exterior of the tent, and should meet the requirements of Table 2, Egress Size and Number.

Table 2: Egress Size and Number

Occupant Load	Minimum Number of Means of Egress	Minimum Width of Means of Egress in Inches
10 to 199	2	72
200 to 499	3	72
500 to 999	4	96
1,000 to 1,999	5	120
2,000 to 2,999	6	120
Over 3,000	Consult with EHS.	

Portable Tent Heaters: For tents that are enclosed with sides, portable tent heaters may be utilized. Heaters must be forced air heaters with an enclosed flame. The heater unit must be at least 10 feet from the edge of the tent and must not impede egress routes. Propane gas is an acceptable fuel; however, propane cylinders must be properly secured and be at least 10 feet from flammable and combustible substances, including but not limited to, landscaping, décor, furniture, and the tent itself. The cylinder must be properly labeled and have a “No Smoking” sign prominently displayed.

D: TEMPORARY STAGES & PLATFORMS

A Temporary Structure Permit Application is required to be submitted to EHS for each stage or platform at least 10 business days prior to the event. A representative from EHS will conduct a site safety inspection at least two hours prior to the use of the stage or platform.

A Temporary Structure Permit Application for a stage or platform must include:

- [Temporary Structure Permit Application](#), via CampusOptics.
- Oklahoma State University campus map indicating the location of the event.

- A detailed site plan, including anchoring method and location of surrounding buildings or structures.
- Detailed floor plan with egress and exits shown and furniture/equipment arrangement.

E: APPLICATION SUBMISSION

All Temporary Structure Permit Applications and associated documentation should be submitted online using the [Temporary Structure Permit Application](#) via CampusOptics. All EHS forms are available on our website, at ehs.okstate.edu/forms.

For questions about any temporary structure, contact EHS:

Phone: (405) 744-7241

Email: fls@okstate.edu

Physical address: University Health Services, Suite 002 Stillwater, OK 74078