

# TEMPORARY MEMBRANE STRUCTURES, TENTS AND CANOPIES

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## **COLORADO SPRINGS FIRE DEPARTMENT** Division of the Fire Marshal



If you have any questions or comments regarding the information contained within, or if you need assistance interpreting these requirements, please contact:

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## PURPOSE

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To provide plan submittal and other general requirements regarding the temporary use of tents, canopies and other similar structures.

## SCOPE

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Any individual tent or similar structure or grouping of tents and/or similar structures having a total area in excess of 2,400 square feet. For the purpose of this document, the term "Structure" shall apply to tents, canopies or other similar structures.

## DEFINITIONS

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**Awning** An architectural projection that provides weather protection, identity or decoration and is wholly supported by the building to which it is attached. This document does not address the installation or use of any awnings. Awnings are regulated by the International Building Code.



**Tent** A tent is a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.



**Canopy** A canopy is a temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.



**Membrane Structure** A membrane structure is an air-inflated, air-supported, cable, or frame-covered structure as defined by the International Building Code, which is erected for fewer than 180 days and not otherwise defined as a tent, canopy or awning.



**DFM** Division of the Fire Marshal

**Temporary Use** A period of not more than 180 days within a 12-month period on a single premise.

## GUIDELINES

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### I. Permitting and Fees

A revocable permit from the Division of the Fire Marshal is required prior to the assembly of tents, canopies, and temporary membrane structures having an area in excess of 2,400 square feet. The 2,400 square feet is applicable to any single, stand-alone structure or the total square footage of structures directly attached to each other.

Once a permit has been issued, set up of the structures may begin. The permit must remain on site with the temporary structure at all times until after the dismantling of the structure.

Fees are required for permits and subsequent inspections. The fee amount is based on the current approved DFM Fee Schedule.

**City special event applications.** The DFM charges a fee for applicable city special event applications in addition to temporary structure applications. If a temporary structure application is part of a City special event application, and all information required within this document for the temporary structure is submitted to the City along with the special events application, only the DFM special event fee will be charged. The DFM temporary structure fee will not be charged. However, if a temporary structure application is part of a City special event application and both applications (temporary structure and City special event) are submitted separately, both the DFM special events and the DFM temporary structure fees will be charged. If there are any questions regarding this, please contact the Division of the Fire Marshal prior to any submissions.

***All information for the City Special Event Permit Applications in addition to all information for the DFM Temporary Structures Permit Application must be submitted together, at the same time as the City Special Events Application submittal in order to receive discounted fees.***

**Permit responsibility.** When temporary structure applications are submitted together with City special event applications, the responsibility for the temporary structure permit falls upon the applicant of the City special event. If these applications are submitted separately, then the applicant of the temporary structure, not the applicant of the special event, is responsible for the temporary structure permit.

## **II. Plan Submittal Requirements**

In order for a permit to be issued, construction plans must be submitted to the Division of the Fire Marshal and subsequently reviewed and approved. The applicant must submit for approval a detailed drawing of the structure, its layout, location, separations from other structures, purpose (e.g., retail use, public assembly), and the permit application. When the submittal has been approved, the required fees will be collected and an inspection may be scheduled. Permits are issued upon inspection approval.

The submittal package for a temporary structure must consist of the documents:

1. Completed permit application
2. Signed installer certification
3. Installer/User Certification
4. Flammability certification(s) for the fabric/membrane of the temporary structure.
5. Site maps/diagrams including (minimum site plan size is 8½-x 11-inches):
  - a. Overall site plan showing entire site and general locations of all temporary structures
  - b. Detailed site plan to include the following:
    - i. Locations and dimensions of all temporary structures
    - ii. Locations and dimensions of lot lines within 50 feet of all sides of the temporary structure
    - iii. Uses within all temporary structures
    - iv. Proposed locations of any furniture (tables, chairs, stages, etc.) or related items
    - v. Locations of all fire extinguishers
    - vi. Locations and dimensions of all required aisles and exits
    - vii. Locations and distances to all permanent structures within 50 feet of all sides of the temporary structures
    - viii. Locations of all adjacent vegetation and/or other combustible materials
    - ix. Locations of fire lanes/fire department access roads
    - x. Locations, sizes and types of any flammable/combustible liquid/gas tanks
    - xi. Locations and types of any/all heating equipment
    - xii. Locations and types of all electrical equipment

The permit for the use of tents or temporary membrane structures on a single premise shall not exceed a period of 180 days within a 12-month period. All temporary structures shall be removed prior to the expiration date documented on the issued permit.

## **III. Inspections**

A Fire Inspector from the Division of the Fire Marshal is required to conduct an inspection for the approval of the temporary structure installation and permit application prior to the structure being used. Fire inspections are not required for tents that do not require a permit, however, you may still request a Fire Inspector to perform a fire safety inspection for smaller temporary structure installations. Associated fees may apply.

Fire inspections are scheduled by calling the Division of the Fire Marshal and making an appointment. Inspection scheduling is subject to personnel availability. A minimum of three (3) business days is needed between the inspection scheduling and inspection date. Although it is strongly recommended that inspections be scheduled as far in advance as possible to ensure any desired inspection date.

The temporary structure installer as well as a representative of the noted structure user shall be present on site for the duration of the fire inspection. This is to ensure that all stakeholders are able to communicate necessary information at the same time.

Prior to the Fire Inspector's arrival for the inspection, the temporary structure shall be installed completely and compliant with all applicable fire code requirements and plan review comments. A copy of the permit submittal package shall be available to the inspector.

Once the installation has been approved by the inspector, the inspector will sign the permit which then allows the temporary structure to be used.

#### **IV. General Installation Requirements**

**Locations, separations and clearances.** Other than as excepted by Section 2403.8.2 of the 2009 IFC, temporary structures shall not be located within 20 feet of property lines, buildings, other tents, parked vehicles, or other internal combustion engines. Support ropes and guy wires are considered to be part of the structure when determining required separations. Multiple structures may be connected or adjacent to each other provided the entire tent assembly is provided with sufficient exits to meet both the individual tent requirements and as a single large tent.

Heating and cooking equipment which produces sparks or grease laden vapors is not allowed inside, or within 20 feet of temporary structures. The installation of approved heating and cooking equipment inside shall not be within 10 feet of exits or combustible materials and shall be vented to the outside by approved means. Structures where cooking is performed shall be separated from other structures by a minimum of 20 feet.

LP gas cylinders shall not be stored or used inside or within 10 to 25 feet of the temporary structure depending on tank size. Cylinders shall be secured in a manner to prevent movement or damage.

Flammable and combustible liquids shall not be used within temporary structures and shall be stored a minimum of 50 feet from temporary structures. Refueling of internal combustion engines such as generators shall not occur within 20 feet of the structure.

Three feet minimum clearances shall be maintained between the fabric of the structure and all contents located within the structure.

**Flame resistance.** A label shall be permanently affixed to the structure identifying the flame-retardant properties of the material.

Before a permit is granted, the tent contractor, owner or agent shall file with the Division of the Fire Marshal a certificate executed by an approved testing laboratory, certifying that all portions of the structure, as well as any tarpaulins, floor coverings (including sawdust), bunting, combustible decorative materials and effects are composed of flame-resistant materials or are treated with a flame retardant and meet the requirements of NFPA 701, and that such flame resistance is effective for the period specified by the permit.

**Open or exposed flames and fireworks.** Open flame sources including any/all cooking appliances, candles, "sterno" canisters, any/all heating appliances, flame effects and similar items may not be located inside or within 20 feet of structures unless specifically approved by the Division of the Fire Marshal. Fireworks, pyrotechnics and other similar effects are not allowed inside or within 100 feet of any temporary structure.

**Smoking.** No smoking signs shall be posted throughout the temporary structure. No smoking signs shall include the wording "NO SMOKING BY ORDER OF THE FIRE DEPARTMENT" The lettering of "NO SMOKING" shall be block letters at least 1-½-inches in height with a ¼-inch stroke. "BY ORDER OF THE FIRE DEPARTMENT" shall be in block letters ¾-inches tall with a ⅛-inch stroke. All letters shall be red on a white background. An example of a typical no smoking sign is shown in Figure 1.



Figure 1 - No Smoking Sign Example

**Occupant load.** The following table shall be used to determine the occupant load:

**Table 1 Occupant Load Factors**

Use/Occupancy of Temporary Structure	Occupant Load Factor (Floor area in sq. ft per occupant)
Assembly – <i>Concentrated Use</i> (Chairs only-not fixed)	7
Assembly – <i>Unconcentrated Use</i> (With tables and chairs)	15
Assembly – <i>Standing space only</i> <sup>1</sup>	5
Retail / Mercantile	30

<sup>1</sup>When this factor is used, the entire space within the walls of the temporary structure must be free of tables, chairs, other furniture and related obstructions.

Occupant loads shall be posted in a conspicuous place, near the main exit. Signs shall be of an approved legible permanent design.

**Exits.** The minimum number of and width of exits shall be as follows:

**Table 2 - Minimum Exit Requirements**

Capacity	Min. # of Exits	Min Width per Exit for Tents	Min Width per Exit for Membrane Structures
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 <sup>2</sup>	7 <sup>2</sup>	120 <sup>2</sup>	96 <sup>2</sup>

<sup>2</sup>The total width of all exits shall not be less than the total occupant load multiplied by 0.2 inches per person. Exiting through other nearby tents is an unacceptable configuration.

**Exit distribution.** Exits shall be spaced at equal intervals around the perimeter and located so no point within the tent is over 100 feet from an exit. This measurement is determined by the path of travel a person would be required to follow to reach the exit. Exiting from one tent into or through an adjacent tent is not an acceptable configuration.

**Exit covers.** Openings in the structure shall remain open unless covered by a flame-resistant curtain. Curtains are to be free sliding on a metal support, and when open, shall not obstruct the exit width. Curtains shall be a color that contrasts with the tent.

**Aisles.** The minimum width of any public aisle is 44 inches. Aisles for employees only, may be 24 inches wide, but not less than the width required by the number of employees served. Aisles in seating areas shall progressively increase in width to provide, at all points, not less than 1 foot of width for each 50 persons served by such aisle at that point.

**Exit signs and illumination.** An exit sign shall be provided for each exit when the occupant load exceeds 50. Exit signs shall be illuminated by either an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in an approved manner. Means of egress shall be illuminated in an approved manner, with light having not less than 1 foot-candle at the floor level while the structure is occupied.

**Maintenance of exits.** The required clear width of all exits, aisles, and passageways to a public way shall be maintained from any obstacles at all times. Support ropes, guy wires and other support members shall not cross a means of egress at a height of less than 8 feet over the entire clear width of the exit.

**Portable Fire Extinguishers.** Fire extinguishers and other fire-protection appliances shall be provided in every tent, canopy, and temporary membrane structure as follows. Fire extinguishers may not be removed from adjacent businesses to provide protection for the structure.

**Table 3 - Minimum Fire Extinguisher Quantities**

<b>FROM</b> (square feet)	<b>TO</b> (square feet)	<b>QUANTITY</b> (each)
1	200	1
201	500	2
501	1000	3
1001	3000	4
3001	5000	5
5001	7000	6
7001	9000	7
9001	11000	8
For each additional 2000 square feet or fraction thereof add one additional 2A:10BC extinguisher.		

A least one 40BC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed.

The locations of these hazards shall be in accordance with location guidance found elsewhere in this document as well as applicable codes and standards. Fire extinguishers shall be located no closer than 10 feet to a hazard and no further than 50 feet from the hazard. All fire extinguishers shall be mounted at approximately waist high. Final locations and heights will be determined by the fire inspector.

**Housekeeping.** Weeds, combustible vegetation and other combustible waste shall be removed from and kept free from inside and within 30 feet of the structure. Such waste shall be stored in approved containers until removed from the premises. If the structures are placed over grasses, the grasses shall be watered and live and cut to a length of no more than 4 inches in height.

Hay, straw, trash, and other combustible materials shall not be stored within 30 feet of the tent unless being used for the care and daily feeding of animals. Sawdust/shavings utilized for public performance or exhibits shall not be used within structures unless the sawdust/shavings are kept damp.

## **ATTACHMENTS**

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Tent and Canopies Permit Application

Installer and User Certification

Temporary Structure Setup and Daily Checklist

Temporary Structure Worksheet

Site Plan Example

Blank Site Plan



## Colorado Springs Fire Department TENTS & CANOPIES PERMIT APPLICATION



### USER INFORMATION

Business Name	Daytime Phone
Business Address	After Hours Phone
City, State, Zip	Fax
Email Address	

### INSTALLER INFORMATION

Business Name	Daytime Phone
Business Address	After Hours Phone
City, State, Zip	Fax
Email Address	

### TENT OR CANOPY INSTALLATION LOCATION INFORMATION

Business Name					
Business Address					
City, State, Zip					
Location on Property					
Is this tent/canopy application part of a City of Colorado Springs, Special Events Application?					<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, what is the event name and event date?					
What are the daily hours of operation for the tent?		AM / PM	to		AM / PM
<b>INSTALLATION/USE/REMOVAL DATES</b>	START		END		
Dates planned for Tent/Canopy <b>INSTALLATION</b> :	and				
Dates planned for Tent/Canopy <b>USE</b> :	and				
Dates planned for Tent/Canopy <b>REMOVAL</b> :	and				

Responsible Party (Please Print)	Title
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<b>OFFICE USE ONLY</b>	Date
Permit	
Permit Fee	
Reception No.:	

**A COPY OF THIS APPLICATION SHALL REMAIN ON SITE ALONG WITH THE PERMIT**

**INSTALLER CERTIFICATION OF COMPLIANCE**

\_\_\_\_\_ I will install the tent in full conformance with the installation requirements as outlined in the  
Initial CSFD Temporary Membrane Structures, Tents and Canopies document and the 2009  
International Fire Code.

\_\_\_\_\_ I will instruct the User of the tent or canopy in the daily use of the Tent Installation Checklist. I  
Initial will document this instruction by obtaining a duly executed User Certification of Compliance  
form as outlined in the Temporary Membrane Structures, Tents and Canopies document. A  
copy of this sign formed will be posted with the Colorado Springs Fire Department Permit. I  
will explain each of the checklist requirements and the appropriate corrective actions.

\_\_\_\_\_ I have submitted certifications executed by approved testing laboratories validating the fire  
Initial resistive properties in accordance with NFPA 701 of all elements of the structure, as well as of  
any floor coverings, tarps and combustible decorative materials/effects within.

\_\_\_\_\_ I understand that this certification is being made in conformance with the 2009 International  
Initial Fire Code and related CSFD amendments.

\_\_\_\_\_ I understand that installation of a tent or canopy that does not comply with the requirements  
Initial as outlined in the Colorado Temporary Membrane Structures, Tents and Canopies document t  
and the 2009 International Fire Code is a violation of local law.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Official of Installing Company

Printed Name: \_\_\_\_\_

**USER CERTIFICATION OF COMPLIANCE**

\_\_\_\_\_ I have read and understand the installation and periodic surveillance requirements as  
Initial outlined in the Temporary Membrane Structures, Tents and Canopies document as well  
as the 2009 International Fire Code.

\_\_\_\_\_ I agree to abide by codes, standards and polices as outlined in the Temporary  
Initial Membrane Structures, Tents and Canopies document and the 2009 International Fire  
Code.

\_\_\_\_\_ I agree to conduct, or have conducted by a designated employee, a daily self-inspection  
Initial of the tent installation utilizing the Tent Installation Checklist provided in the Temporary  
Membrane Structures, Tents and Canopies document.

\_\_\_\_\_ I agree not to occupy or use the tent unless it fully meets the requirements for  
Initial installation and passes the Tent Installation Checklist without exception.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Representative of User

Printed Name: \_\_\_\_\_

**TEMPORARY STRUCTURE SETUP AND DAILY CHECKLIST**

<b>NO</b>	<b>Item to Verify</b>	<b>YES</b>	<b>Corrective Action</b>
<input type="checkbox"/>	Is structure at least 20 feet from any property lines?	<input type="checkbox"/>	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines.
<input type="checkbox"/>	Is structure within 20 feet of any building?	<input type="checkbox"/>	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any building.
<input type="checkbox"/>	Is structure within 20 feet of another structure?	<input type="checkbox"/>	Evaluate all structures within 20 feet of each other as a single structure meeting all applicable requirements.
<input type="checkbox"/>	Is structure within 20 feet of parking?	<input type="checkbox"/>	Restrict parking or relocate structure at least 20 feet from parking.
<input type="checkbox"/>	Is structure within 20 feet of any internal combustion engines?	<input type="checkbox"/>	Do not use internal combustion engine until relocated at least 20 feet from structure.
<input type="checkbox"/>	Are "No Smoking" signs posted inside and outside?	<input type="checkbox"/>	Do not occupy or use structure unless no smoking signs are posted and enforced.
<input type="checkbox"/>	Are fireworks and unapproved open flames prohibited inside and outside the structure?	<input type="checkbox"/>	Do not occupy or use structure unless fire works and all unapproved open flames are prohibited in the structure and within 20 feet of exterior of structure.
<input type="checkbox"/>	Are all points in the structure within 100 feet of an exit?	<input type="checkbox"/>	Do not occupy or use structure unless sufficient nearby exits are provided.
<input type="checkbox"/>	Are exits open and uncovered?	<input type="checkbox"/>	Do not occupy or use structure unless all required exits are functional.
<input type="checkbox"/>	Are all aisles at least 44 inches wide? Do aisles increase in width where required?	<input type="checkbox"/>	Do not occupy or use structure unless proper aisle widths are maintained.
<input type="checkbox"/>	Is the Occupant Load posted appropriately?	<input type="checkbox"/>	Do not occupy or use structure unless the correct occupant load is posted appropriately.
<input type="checkbox"/>	Ensure "Exit" signs are posted and clearly visible.	<input type="checkbox"/>	Do not occupy or use structure unless required "Exit" signs are provided.
<input type="checkbox"/>	Ensure "Exit" signs are illuminated.	<input type="checkbox"/>	Do not use or occupy structure unless illuminated exits are provided.
<input type="checkbox"/>	Ensure emergency lighting is provided.	<input type="checkbox"/>	Do not use or occupy structure unless emergency lighting is provided.
<input type="checkbox"/>	Is a label permanently affixed to the structure bearing the identification of size and material type?	<input type="checkbox"/>	Do not use or occupy structure unless label is present.
<input type="checkbox"/>	Ensure that exit signs have either two separate circuits or two sources of power depending on occupant load.	<input type="checkbox"/>	Do not use or occupy structure until a minimum of two circuits or sources of power are provided as required. Typically this is accomplished through the use of AC Powered Exit signs with internal battery backup.
<input type="checkbox"/>	2A:10BC Fire extinguishers are provided (see information packet for minimum number required).	<input type="checkbox"/>	Do not use or occupy structure until sufficient, properly sized, fire extinguishers are provided.
<input type="checkbox"/>	At least one 40BC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed.	<input type="checkbox"/>	Do not use or operate any of these hazards unless appropriate fire extinguishers are provided as described in Temporary Membrane Structures, Tents and Canopies document and applicable codes.
<input type="checkbox"/>	Weeds and other combustible vegetation shall be removed from within 30 feet of the structure area.	<input type="checkbox"/>	Do not use or occupy the structure unless combustible vegetation has been removed from the specified area.
<input type="checkbox"/>	The floor surface inside, including the grounds adjacent to or within 30 feet outside of temporary tents, canopies, and membrane structures, shall be kept free of combustible waste.	<input type="checkbox"/>	Do not use or occupy the structure unless combustible waste is removed or stored in proper containers.
<input type="checkbox"/>	Such waste shall be stored in approved containers until removed from the premises.	<input type="checkbox"/>	Do not use or occupy the structure unless trash containers have been emptied from the previous day.

Inspection performed by: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP**

**TEMPORARY STRUCTURE WORKSHEET**

**1 USE and OCCUPANT LOAD FACTOR** Indicate the type of use for each tent and circle in the corresponding Occupant Load Factor (OLF). Use this OLF in the appropriate space in Step 2.

TENT USE	OCCUPANT LOAD FACTOR (OLF) (Sq. ft./person)
Concentrated assembly use (chairs only, not fixed, no furniture)	7
Unconcentrated assembly use (tables and chairs)	15
Standing space only assembly use (no obstructions permitted)	5
Retail and all other uses.	30

**2 OCCUPANT LOAD** Enter the length and width of each tent in the spaces below. Multiply the length and width to determine the total square footage for each tent. Divide the total square footage by the OLF (Step 1) to determine the Occupant Load for each tent.

<b>Tent 1</b>	_____ x _____ = _____ + _____ = _____
	Length Width Area OLF Occupant Load
<b>Tent 2</b>	_____ x _____ = _____ + _____ = _____
	Length Width Area OLF Occupant Load
<b>Tent 3</b>	_____ x _____ = _____ + _____ = _____
	Length Width Area OLF Occupant Load

**3 REQUIRED EXITS** Using the Occupant Load for each tent, determine the total number of exits and minimum required width for each exit utilizing the table below. **Note:** The key difference between a Tent and a Membrane Structure for exiting purposes is that a Membrane Structure utilizes traditional doors and door frames versus a simple opening or removal of a tent side wall panel.

Occupant Load (From Step 2)	Required Number of Exits	Minimum width of each exit (inches)	
		Tent	Membrane
1 – 9	1	72	36
10 – 199	2	72	36
200 – 499	3	72	72
500 – 999	4	96	72
1,000 – 1,999	5	120	96
2,000 – 2,999	6	120	96
Over 3,000*	7	120*	96*

\*The total width of all exits shall not be less than the total occupant load multiplied by 0.2 inches per person. Exiting through other nearby tents is an unacceptable configuration.

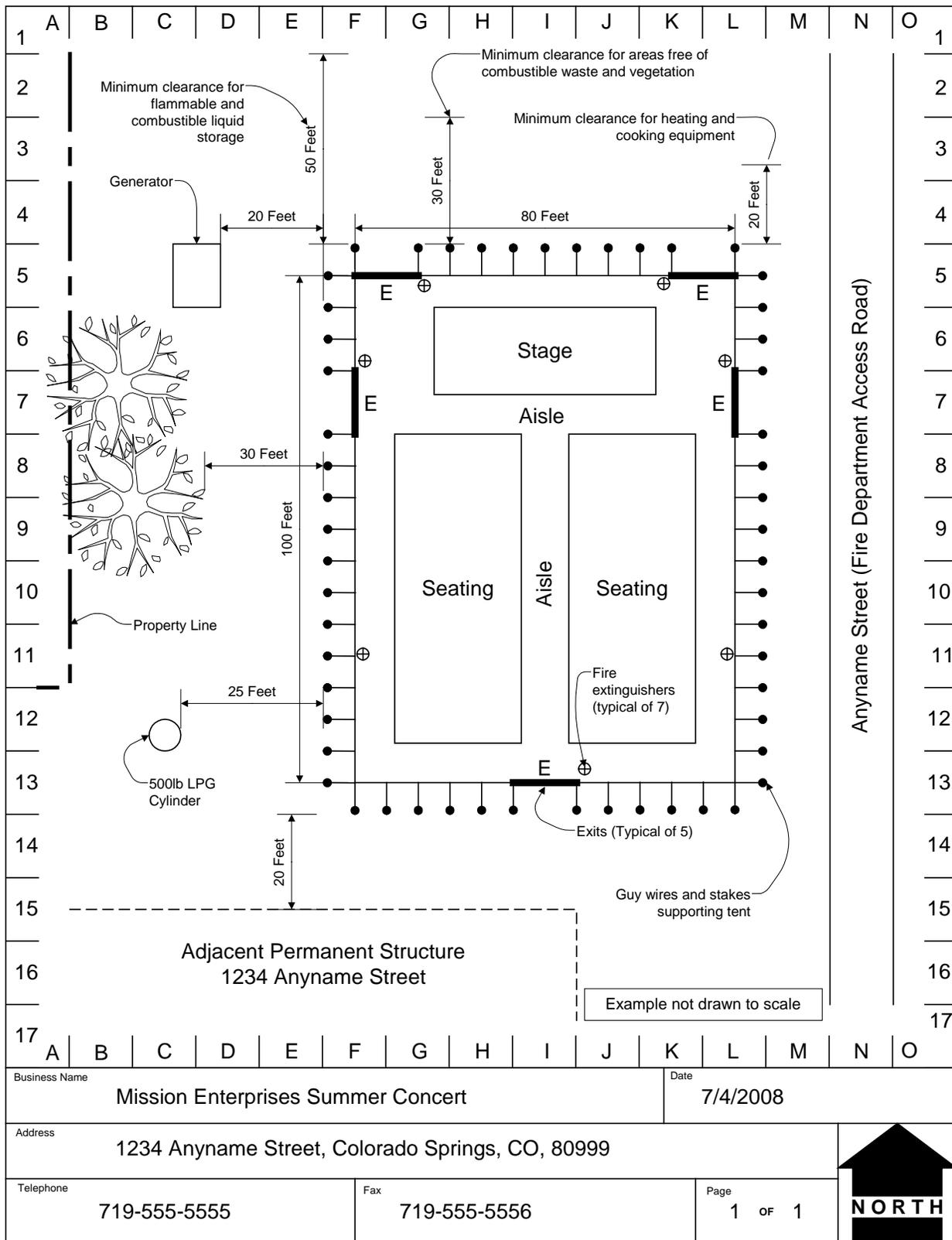
**4 EXITING SUMMARY** Using the occupant loads calculated in Step 2, use the Table in Step 3 to determine the corresponding Required Number of Exits and Minimum Width of each Exit Provide the summary of this information below.

<b>Tent 1</b>	Required Number of Exits	Width of Each Exit
<b>Tent 2</b>	Required Number of Exits	Width of Each Exit
<b>Tent 3</b>	Required Number of Exits	Width of Each Exit

**5 FIRE EXTINGUISHERS** Utilizing the square footage of each tent indicate the appropriate number of fire extinguishers for each tent.

Size of Tent (Sq. Ft.)	Minimum required number of fire extinguishers	Fire Extinguisher Summary
1 - 200	1	<b>Tent 1</b> Total Number of Fire Extinguishers
201 - 500	2	
201 - 1000	3	
1001 - 3000	4	<b>Tent 2</b> Total Number of Fire Extinguishers
3001 - 5000	5	
5001 - 7000	6	
7001 - 9000	7	<b>Tent 3</b> Total Number of Fire Extinguishers
9001 - 11000	8	
Add 1 additional 2A:10BC extinguisher for each additional 2000 sq. ft or fraction thereof.		

# Site Plan



## Site Plan

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	1
2																2
3																3
4																4
5																5
6																6
7																7
8																8
9																9
10																10
11																11
12																12
13																13
14																14
15																15
16																16
17	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	17
Business Name											Date					
Address																
Telephone						Fax						Page OF				 <b>NORTH</b>