Tent Permitting Process Guidelines

It is required for all teams who have a tented area, or tented aggregate area of 1200 sq. ft. or more to obtain a permit from the City of Houston's Fire Marshal's Office. Below you will find a breakdown of this process for teams who will have the exact same interior AND exterior layout as approved on your previous year's permit (2026), and for teams who will be changing their layout in some way. Please read each option carefully and follow all instructions to make the process as seamless as possible for your team.

Teams using the exact same interior and exterior layout as approved in the previous year (2026):

- Confirm with your tent company if your tent will require a permit (tented area, or tented aggregate area, of 1200 sq. ft. or more)
- Confirm whether a team representative or tent company will submit the request form
- Fill out the TENT AFFIDAVIT FORM with the requested information and have notarized
- Compile Tent Affidavit Form with stamped and approved previous year (2026) tent layout into one PDF file and submit to the Fire Marshal's Office for approval

Teams using a different interior or exterior layout than approved in the previous year (2026) OR teams who did not require a permit in the previous year (2026), but will require one in current year:

- Confirm with your tent company if your tent will require a permit (tented area, or tented aggregate area, of 1200 sq. ft. or more)
- Confirm whether a team representative or tent company will submit the request form
- Fill out the TENT LAYOUT FORM with the requested information
- Compile Tent Layout Form and required information into one PDF File
- Submit your form, layout, and other required information (compiled into one PDF file) to the Fire Marshal's Office for approval

IMPORTANT: Layout plans **MUST** be included whether it is a new submission or layout, or affidavit submission.

Please see below the following documents: 2027 Tent Permitting Process, Tent Affidavit, and Tent Layout Form

2027 TENT PERMITTING PROCESS

Deadline to submit permit request forms: **JANUARY 1, 2027**

Permits are required for any space with a tented area, or tented aggregate area, of 1,200 sq. ft. or more.

- Permits may be obtained by submitting **one** of the following request forms:
  - **Tent Layout Form** – new tent/layout or updated tent/layout different from 2026, or
  - **Tent Affidavit** – exact same tent/layout as approved in 2026
- Request forms may be submitted by either the team or the tent company.
- Tent companies may submit a permit request on behalf of one team or multiple teams
  - Multiple tents can be listed under one permit, but the permit application MUST include ALL plans for ALL tents (requirements listed below) before the permit application will be approved.
- Tent occupancy and permitting is approved through the Office of the Fire Marshal.

Documents required when submitting a permit request:

- Plans required for a tented area, or tented aggregate area, of 1,200 sq. ft. or more should include, but are not limited to, the following information:
  - Tent size
  - Occupancy
  - Number and location of exits
  - Number of fire extinguishers
  - Size/dimensions of each exit
  - Arrangement of seating
  - Location of sidewalls
  - Location of stages
  - Location of cooking and heating equipment (10' from exits and/or combustibles)
- Structural stability documentation (from tent company)
- Flame retardant documentation (from tent company)

Permit approval is required for any tented area, or tented aggregate area, of 1,200 sq. ft. or more.

Teams cannot operate without approval/permit from the Office of the Fire Marshal.

Steps and action items:

- Teams

- Confirm with your tent company if your tent will require a permit (tented area, or tented aggregate area, of 1,200 sq. ft. or more).
- Confirm whether a team representative or the tent company will submit the request form.
- Determine the appropriate form to be submitted on behalf of your team:
  - **Tent Layout Form** – new tent/layout or updated tent/layout different from 2026, or
  - **Tent Affidavit** – exact same tent/layout as approved in 2026
- Ensure that all required documents are ***compiled into one PDF file*** prior to submitting the appropriate form.
- Submit your form by **JANUARY 1, 2027**, to Inspector Damion Hypolite. (Damion.Hypolite@houstontx.gov) at the Office of the Fire Marshal.

- Tent Companies
  - Contact teams who have ordered a tent from your company to confirm if their tent will require a permit (tented area, or tented aggregate area, of 1,200 sq. ft. or more).
  - Confirm whether a team representative or the tent company will submit the request form.
  - Determine which form will need to be submitted on behalf of the team
    - **Tent Layout Form** – new tent/layout or updated tent/layout different from 2026, or
    - **Tent Affidavit** – exact same tent/layout as approved in 2026
  - Ensure that all required documents are ***compiled into one PDF file*** prior to submitting the appropriate form.
  - Submit the form by **JANUARY 1, 2027**, to Inspector Damion Hypolite (Damion.Hypolite@houstontx.gov) at the Office of the Fire Marshal.

TEAMS ARE REQUIRED TO HAVE THEIR APPROVED PERMIT ONSITE DURING WCBBQ SETUP.

NOTE: Team Coordinator contact information will be supplied to the Fire Marshal's office as the main contact for the team for the duration of the Contest. Please make sure the contact information listed in your team account is correct.

All permit requests should be submitted by **JANUARY 1, 2027** to:

Office of the Fire Marshal

Inspector Damion Hypolite (Damion.Hypolite@houstontx.gov)



Damion Hypolite
Fire Inspector Special Operations
Fire Marshal's Office
Houston Fire Department

Inspector Hypolite,

Please let this letter serve as notification that _____, in space _____ at the World's Championship Bar-B-Que Contest will use the same exterior and interior layout for the 2027 Contest that was approved and used for the 2026 Contest.

No modifications have been made to the exterior or interior layout.

Please feel free to contact me with any questions or concerns at the following:

_____

Respectfully,

_____

_____

Notary Public Date

IMPORTANT: This form must be notarized, ***compiled into one PDF file*** along with a copy of your 2025 approved plans **and** submitted by **JANUARY 1, 2027** to Damion.Hypolite@houstontx.gov.

TENT LAYOUT FORM

February 27 – February 29, 2027
RELIANT PARK
Houston, TX USA

Submit by: JANUARY 1, 2027

By order of the Fire Marshal, teams planning **a tented area, or tented aggregate area, of 1,200 sq. ft. or more** must notify the Houston Fire Marshal in advance. Please review the **2027 Tent Permitting Process** provided by the WCBBQ Office regarding the appropriate form and process to be followed.

NOTE: If your team is using the exact exterior and interior layout as approved in 2026, the Fire Marshal will accept a **Tent Affidavit** to that affect, in lieu of resubmitting the **Tent Layout Form**.

Team Name: _____

Space Number(s): _____

Team Owner: _____ *Phone:* _____

Email Address: _____

Submit either this **Tent Layout Form** along with layout design specs or a notarized **Tent Affidavit** along with approved 2026 tent layout ***compiled into one PDF file*** directly to the Office of the Fire Marshal for approval.

All communication should be directed to:

Inspector Damion Hypolite at Damion.Hypolite@houstontx.gov

Submit by: JANUARY 1, 2027