

City of Poulsbo

Building Department

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TEMPORARY USE OF TENTS FOR OUTDOOR SEATING AND DINING

Issue Date: 11/20/2020

Due to the most recent restrictions from the Governor on indoor dining and in accordance with the City of Poulsbo Emergency Proclamation 2020-07, the City of Poulsbo would like to offer the following guidance on the temporary use of tents or membrane structures for outdoor seating at dining locations.

1. Business owners are required to comply with the most recent guidance from the Governor's Office regarding COVID-19 requirements in addition to the items identified below.
2. Tents or membrane structures with a floor area less than 700 square feet do not require a city permit for the duration of the Governor's order.
3. Tents or membrane structures shall be adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing. Business owner shall be prepared to remove the tent prior to predicted storm events.
4. Emergency access to tents or membrane structures and all adjacent structures must be maintained at all times. No route for ingress or egress to the property or any structure may be blocked.
5. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved device shall not be permitted inside or located within 20 feet of the tent or membrane structure at any time.
6. All heating equipment used within the tent must be listed (approved) for that use. Most tent rental companies will have information on available equipment.
Examples of allowed heating devices:
 - Electric Heaters with approved wiring.
 - Propane or natural gas Catalytic heaters (flameless) listed for use in membrane structures.
 - Ducted propane or Natural gas heaters for use in membrane structures.
7. LP gas containers shall be located outside of the tent or membrane structure.
Exception: Portable containers not exceeding 5 gallons are not required to be separated provided they are secured to prevent displacement.
8. Smoking shall not be permitted in any tent or membrane structure.

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9. Generators shall not be located within tents or membrane structures. Refueling shall not occur within 20 feet of tents or membrane structures. Fuel storage shall not be located closer than 50 feet from tents or membrane structures.
 10. A portable fire extinguisher having a minimum 2A:10:BC rating shall be provided within 75 feet of the tent or membrane structure.
 11. Tents greater than 700 SF will require a permit. See IFC, IMC, and IFGC for specific requirements.

Please contact the Building Department at (360) 394-9882 or building@cityofpoulsbo.com with any questions.

See Governor's order attached.

Outdoor Seating Requirements for Restaurants, Taverns, Breweries, Wineries, and Distilleries

Restaurants, taverns, breweries, wineries and distilleries must ensure strict adherence to all measures established by the [Department of Labor & Industries \(L&I\) Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#), and the [Washington State Department of Health Workplace and Employer Resources & Recommendations](#) (DOH). All businesses are required to make their customers to wear cloth face coverings when interacting with their staff.

Outdoor seating occurs on sidewalks, patios, courtyards, or other similar outdoor areas adjacent to restaurants, taverns, breweries, wineries and distilleries. Outdoor structures for dining include tents, green houses, pods, igloos, and other similar structures. If previously used for activities other than dining, the structure must be completely cleaned and disinfected prior to use.

1. Before adding outdoor seating or using outdoor structures for dining, make sure your plans will comply with local building codes, your local health jurisdiction, and L&I requirements.
2. Party/table size is limited to five people.
3. For liquor licensees who want to add outdoor seating to their premises, please go to the Washington State Liquor and Cannabis Board (WSLCB) website, here, to access the Liquor Alterations Request Form. Please submit completed forms to liquoralterations@lcb.wa.gov.
4. Outdoor structures should have no more than two walls to provide appropriate ventilation unless they meet one of these ventilation requirements:
 - a. Structures can have three walls if another opening exists that is large enough to create cross ventilation.
 - b. Smaller outdoor dining structures, such as pods/igloos must:
 - i. Ensure the sanitation guidance in the [DOH COVID-19 Guidance for Food Establishments](#) is followed.
 - ii. Be limited to one dining party (five people) at a time.
 - iii. Keep doors and windows open when the structure is inhabited.
 - iv. Ensure the structure is aired out between dining parties. Wait 10 minutes to air the structure out before cleaning and sanitizing. A new party may not be seated until after sanitizing.
 - v. Be as open as possible during cleaning and sanitizing and at a minimum, employees shall wear disposable masks (for medium risk).
 - vi. Ensure orders and food delivery occur outside of the structure if possible.
5. Lighting, electrical, ventilation and heating must not create a hazard for employees. Use caution with electrical cords; heaters must not produce carbon monoxide (such as propane heaters). As noted above, plans need to comply with state and local requirements/permits. Adequate lighting for tasks such as cleaning and sanitizing must be provided.