



## Temporary Special Event Tent Permit Application

(Any tent over 700 sf, open on all sides, or 400 sf, closed)

Site Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

Tent Installer (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

Dates of event (setup to take-down plus time of day): \_\_\_\_\_

Tent size less than 2,000 sf

2,000 sf or more

### Required documents:

- Site plan showing square footage of tent, location on property, any cooking locations, locations of fire extinguishers
- Flammability certificate

Tent setup must be in compliance with the International Fire Code, Chapter 31. ***Pre-event inspection to be scheduled with and conducted by our office, with at least 24 hours notice.***

Print name here: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner or  Contractor or  Authorized Agent

I certify, by my signature, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit.