

## Application for Canopy/Tent Permit

Along with this application, applicant must provide a scaled site plan showing where the canopy/tent is to be erected in relation to the property lines and the public right-of-way line or this application will be considered incomplete and not be reviewed.

### APPLICANT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS WHERE CANOPY/TENT IS TO BE ERECTED (IF DIFFERENT THAN ABOVE):  
\_\_\_\_\_THIS APPLICATION IS FOR:  Canopy (A frame covered with material with a roof and no sides)  
 Tent (A frame covered with material with a roof and sides)

PURPOSE OF CANOPY/TENT USE: \_\_\_\_\_

CANOPY/TENT DIMENSIONS: LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ Height: \_\_\_\_\_

DATES CANOPY/TENT TO BE USED: FROM: \_\_\_\_\_ To: \_\_\_\_\_

#### APPLICANT AGREES TO COMPLY WITH THE FOLLOWING:

- A COMMERCIAL TENT, REGARDLESS OF SIZE, MUST BE INSPECTED BY THE FIRE DEPARTMENT.
- ANY PLACE OF ASSEMBLY, (GATHERING OF MORE THAN 50 PEOPLE), OR A TENT OR CANOPY GREATER THAN 400 SQUARE FEET REQUIRES AND INSPECTION BY THE FIRE DEPARTMENT.
- A FLAME RESISTANT MATERIAL CERTIFICATE IS REQUIRED FOR CANOPIES/TENTS OVER 400 SQ. FT.
- NO COOKING OR ELECTRIC ALLOWED UNDER ANY CANOPY.
- ANCHORAGE DETAIL ARE REQUIRED FOR PLAN REVIEW AND INSPECTIONS.
- FOR TENTS WITH 50 OR MORE PERSONS, A FLOOR PLAN INDICATING MEANS OF EGRESS, SEATING ARRANGEMENT AND LOCATION AND TYPE OF ANY HEATING OR ELECTRICAL EQUIPMENT IS REQUIRED.

APPLICANT CERTIFIES THAT THIS APPLICATION AND ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Office Use Only

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Plans Sent to:  Building Department  Fire Department