



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 an 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: <input type="checkbox"/> Building Department <input type="checkbox"/> Fire Department