



TENTS & OTHER MEMBRANE STRUCTURES APPLICATION

(Please Print Clearly)

Date of Application: _____

Permit ID: _____

Address of Structure: _____

Applicant Name: _____

Phone Number: _____ Fax: _____

Email Address: _____

Property Owners Name: _____

Permanent Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

Contractor Name: _____ Phone: _____ Fax: _____

Event Dates: _____

Event Hours of Operation: _____

Number of Tents: _____ Total Square Feet: _____

REQUIRED ITEMS

(including but not limited to :)

- The person who either owns or is responsible for such event must complete application for permit.
- Permit Fee of \$100.00 (includes Fire Dept. fee) & Plan Review Fee of \$35.00 must be paid prior to issuance of permit.
- You must attach a plot plan.
- Provide Access, Location, & Parking Plans, per Section 2403 (*International Fire Code*).
- Provide Layout, Seating, Occupant Load & Means of Egress, etc.
- Provide Construction Documents (include structural, fire safety requirements)
- Provide Electrical Plan & Details.
- Provide Certification Letter on tent(s).
- Attach a Copy of General Liability Insurance.
- Structure shall not be occupied until all inspections & Certificate of Occupancy is approved.
- The Building Inspection Department is not responsible to ensure that your structure is in compliance with all legal requirements and regulations that apply to your property. It is your responsibility to ensure that your property complies with all applicable legal requirements and regulations.

An approved permit will be kept on file with the Building Inspection Department, and a copy of the permit will be filed with the Fire Department & Police Department.

The operator/responsible party of the event hereby agree to conduct the event in a decent, orderly, and law-abiding way.

Signature: _____

Printed Name: _____

Date: _____

The property owner hereby agrees that the operator/responsible party has permission to use the property described herein for the event described in this permit:

Property Owner Signature: _____

Printed Name: _____

Date: _____

**NOTE: All Electrical as per National Electric Code (N.E.C.)
Reference Chapter 24 of the International Fire Code for complete compliance information.**

FOR CITY USE ONLY BELOW THIS LINE

Building Inspector:

Approved Rejected by _____ on _____

Approved Rejected by _____ on _____

Fire Marshal:

Approved Rejected By _____ on _____

Approved Rejected By _____ on _____

Comments: _____

Fees: Plan Review: \$35.00

Mechanical: _____

Building: \$100.00

Plumbing: _____

Electrical: _____

Temporary Meter Loop: \$50.00 \$100.00