

Tent Permit Application

Instructions: Please complete one form for each of the following: Tents over 400 square feet or any stage or platform.

(Name: _____)			Phone:	Email:
Name:			Phone:	Email:
Name of rental company or owner of the tent/structure:				
Name of the event				
Date of the event:				
Purpose tent/structure during this event:				
Name of nearest building(s):				
Length of tent:			Width of tent:	
Height of tent at the edge (or sidewalk)				

Tent will have how many sidewalls:
Means by which the tent/structure will be erected:
Method used for tent anchorage (i.e., water barrels, concrete blocks, stakes): Note: If stakes are used for tent anchorage Contact appropriate Utility Customer Service Center must be contacted 72 hrs before setup to locate underground utilities.

If this is an application for a stage or platform, complete the section below.

Name of the manufacturer:
Floor load rating (psf):
Stage or platform size is (width x length x height):

The following additional information must be included with this application for final review.

1. Tent Permit Application
2. A map annotating where the site is in reference to the area as a whole;
3. A detailed site plan, including method of tie-down and/or anchorage and locations of surrounding buildings;
4. A detailed floor plan with egress and exits shown, and furniture and equipment arrangement; and
5. Certificate of flame resistance for tents.