

# Temporary Structures and Tent Permit Application

Instructions: Please complete all sections of this application. This form is formatted for printing and manual submission.

## 1. Applicant Information

Applicant Name:

Mailing Address:

Phone Number:

Email Address:

## 2. Property Owner Information (If different from applicant)

Property Owner Name:

Property Owner Phone:

Owner Consent Signature (Print Name):

## 3. Event and Location Details

Name of Event:

Address of Installation:

Installation/Setup Date:

Removal/Take Down Date:

## 4. Structure Specifications

Type of Structure (e.g., Tent, Canopy, Stage, Bleachers):

Dimensions (Width x Length x Height):

Total Square Footage:

Anchoring Method (e.g., Stakes, Water Barrels, Concrete Weights):

## 5. Fire Safety and Compliance

Flame Retardant Certificate Available? (Yes / No):

Number of Fire Extinguishers on Site:

Are Exit Signs and Emergency Lighting Provided? (Yes / No / NA):

Will there be Heating or Cooking under the structure? (Specify):

## 6. Applicant Signature

By signing below, the applicant certifies that all information provided is true and correct, and agrees to comply with all local fire codes and zoning ordinances.

Print Applicant Name:

Date: